

PERSONNEL ADMINISTRATION COMMITTEE (PAC)

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

Surveyor Department Administrative Assistant part time

DATE ITEM WILL APPEAR ON THE PAC AGENDA:

May 22, 2007

CONTACT PERSON:

Kevin Enright

PHONE NUMBER:

349-2571

Presenter at PAC Meeting if other than Contact Person:

OFFICE/DEPARTMENT:

Surveyor

The Surveyor Office is required to perform multiple duties with the performance of fieldwork, attending of meetings and keeping of records. This request would redefine the role of the part-time position to support the duties of the office. The Open Public Records law requires the public notice of meetings and the keeping of minutes. This position's primary function is to perform the duties of Secretary to the Surveyor Review Board and the keeping of records for the Drainage Board.

The Surveyor Office would like to continue updating our records and be able to make them available on the Internet. The funds for this position would come out of the Section Corner Perpetuation fund.

Kevin Enright, Monroe County Surveyor

Signature

Kevin Enright

Date:

May 14, 2007

**SURVEYOR OFFICE
COUNTY OF MONROE, INDIANA**

NEW POSITION REQUEST/JOB DESCRIPTION

POSITION: Administrative Assistant
DEPARTMENT: County Surveyor
WORK SCHEDULE: 20 hours /week
JOB CATEGORY: Part time, hourly [Permanent]

DATE WRITTEN: February 2006
DATE REVISED: May 2007

STATUS: Part-time
FLSA STATUS:

DUTIES:

Attendance at Surveyor Review Board and performing official duties as Secretary; coordinating with the Surveyor to set meeting agendas, preparing packets, reserving the meeting room, taking minutes and keeping the official records of the Board

Attendance at Drainage Board meetings as liaison for the Auditor, Secretary of the Drainage Board; coordinating with the Drainage Engineer to set meeting agendas, preparing packets, reserving the meeting room, taking minutes and keeping the official records of the Board

Writing reports on boundary dispute resolution cases referred to us by other county departments including the Sheriffs Department, Planning Department, Legal Department, etc. or contacted by the public directly

Writing reports for Obstructions in Drainage Way cases as required under:
IC 36-9-27.4 Removal of Obstructions in Mutual Drains and Natural Surface Watercourses

Updating filing systems, digitizing records, and making information on public meetings available on the Internet

Creating and maintaining the Surveyor website to provide records to the public

Procurement of necessary equipment and supplies

DIFFICULTY OF WORK:

Must be able to complete work under pressure of deadlines, work with computer programs and keep pace with changing technology, develop electronic data for website access to information

JOB REQUIREMENTS:

Ability to read survey plats, maps, and organize files of land records

Computer skills for office operations include Word, Outlook and Adobe Acrobat, etc.

Ability to understand the department's supplies, procurement needs, and how these fit within the budget process

RESPONSIBILITY:

Proof reading of documents for technical accuracy

Attainment of department goals by keeping projects on track

Planning on procurement objectives and communicating with vendors to efficiently meet the challenges of technical advancements

Showing up on time and being reliable in executing duties

PERSONAL WORK RELATIONSHIPS:

Assistant works with the Monroe County Surveyor and the Chief Deputy in a team environment

Assistant should be able to work with surveyors and engineers and communicate the office functions to the public

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The surveyor office is on the second floor of the Health Building, so climbing stairs is required

Must be able to sit in meetings and listen attentively while taking minutes.

Parking is in the Convention Center lot, so negotiating to the Health Building by walking or shuttle is routine

JOB CLASSIFICATION REVIEW FORM

County of Monroe, Indiana
an Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Monroe County Council and Personnel Committee in reviewing requests for classification of jobs.

Attach additional pages as needed; return to Auditor.

Job title Administrative Assistant Payroll no. on salary ordinance 0116 000-10.7802
Department Surveyor Date 04/13/2007

Full-time Part-time Exempt Non-exempt

Current pay grade _____ Requested pay grade _____
Current pay \$9.25 per hour Proposed pay \$10.00 per hour

Employee(s) in this position:

Donna Barbrick – Part Time Hourly

TYPE OF ACTION REQUESTED

Create position Abolish position Seniority review
 Qualifications requirements review Pay policy application/interpretation issues
 Reclassification due to change in duties, responsibilities, work conditions, etc.
 Other Please describe: _____

1. Describe why this new position/added employee/classification review is necessary.

2. Have you previously requested this new position/added employee/reclassification of this existing position? Yes ___ No

If yes, describe date and outcome of that request:

The Surveyor Department operates under state mandates. The part time position has been an important asset for fulfilling these requirements.

But additionally there are tremendous opportunities for county departments to work cooperatively to improve performance and services to the community. Answering citizens' questions with land boundary information is often appreciated and on occasion helps them save lots of money for high cost surveying and legal work. This position helps facilitate this role of the Surveyor Department in county government.

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. Attach a copy of the existing job description with your revisions marked.

Do these revisions constitute additional duties and responsibilities since the adoption of the existing job description? ___ Yes ___ No. If not, explain why the existing description is not longer accurate: _____

5. Is this request a result of new legislation, a mandate or litigation? Yes ___ No

If yes, specify statue citation and/or case: _____

6. Is this request based on increased volume of work? ___ Yes ___ No If yes, please explain: _____

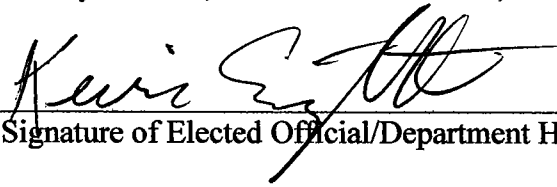
7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? ___ Yes ___ No If yes, please describe, including estimated costs:

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County: _____

AUTHORIZATION BY APPOINTING AUTHORITY:

I have reviewed this reclassification request with the employee(s), and ___ agree ___ disagree
If disagree, please comment: _____

I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, Personnel Committee, and consultants of the Council.

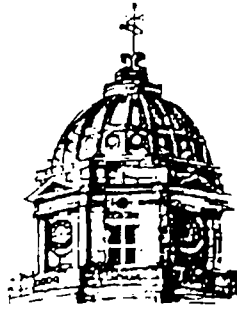


Date May 14, 2007

Signature of Elected Official/Department Head

Kevin Enright

Name typed or printed



PERSONNEL ADMINISTRATION COMMITTEE (PAC)

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

Youth Services - Care Coordinator - WIS recommendation

DATE ITEM WILL APPEAR ON THE PAC AGENDA:

5/22/07

CONTACT PERSON: Ron Thompson

PHONE NUMBER: 2577

Presenter at PAC Meeting if other than Contact Person:

OFFICE/DEPARTMENT: YSB

EXECUTIVE SUMMARY: (Please attach supporting documentation for your request)

WIS recommendation on YSB Care Coordinator Classification, exempt status and work hours.

Signed

Heather

Date

5/21/07

WAGGONER • IRWIN • SCHEELE
& ASSOCIATES INC

MEMORANDUM

TO: Monroe County Personnel Administration Committee

FROM: Kent Irwin/Addie Knott
Waggoner, Irwin, Scheele & Associates, INC.

DATE: May 18, 2007

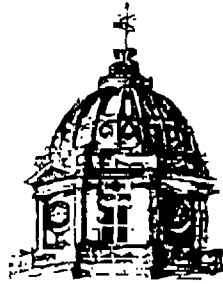
RE: Youth Service – Care Coordinator

As requested we have reviewed the Youth Service Care Coordinator respective of the Fair Labor Standards Act “Exempt” and “Non-exempt” status. There are three main tests for exemption under the FLSA: professional exemption, administrative exemption, and executive exemption.

Based on the information provided to us in the job description and questionnaire, the position meets the requirements for the executive exemption. The employee is responsible for managing a recognized department or subdivision; the employee is responsible for supervising and regularly directing the work of at least two or more full-time employees; and the employee has the authority to hire or fire other employees. Therefore, it is recommended that the FLSA status be changed from “non-exempt” to “exempt.”

We do not see any problems changing the position’s work schedule from 35 to 40 hours per week since there are several other positions in the department currently working a 40 hour work schedule. However, the new work schedule must be approved by the County Council.

Note: I have attached a revised job description for the Care Coordinator position based on information provided in the questionnaire.



PERSONNEL ADMINISTRATION COMMITTEE (PAC)

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

Strategic Prevention Framework State Incentive Grant

DATE ITEM WILL APPEAR ON THE PAC AGENDA:

5/22/07

CONTACT PERSON:

Robin Donaldson

PHONE NUMBER:

349-2988

Presenter at PAC Meeting if other than Contact Person:

OFFICE/DEPARTMENT:

Youth Services Bureau

EXECUTIVE SUMMARY: (Please attach supporting documentation for your request)

SEE attached

Signed

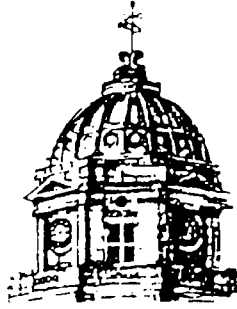
Date

5/21/07

The funds that will support the positions are part of a state grant entitled Strategic Prevention Framework State Incentive Grant (SPF/SIG.) grant. This is the first year of a three year grant with the potential of an additional two years if the first three years are successfully completed. This grant will allow the County's substance prevention programs (through the Asset Building Coalition) to be extended to the 18-25 year old age group and will focus on alcohol prevention; specifically the prevention of underage drinking and binge drinking.

The Program Director position is one that has existed within the county in the past. This is the second SIG grant that has been awarded to Monroe County. The program director job descriptions will not change from the previous grant to this one other than the change in focus from the under 18 age group in the previous grant to the 18-25 year old population in this grant award.

The second position funded by the SPF/SIG grant is labeled Administrative Assistant in the grant. However, in looking at the job requirements and duties of this position, it seems to more closely match the county position of Office Manager. The person in this position will be handling claims, payroll and other personnel duties in addition to secretarial tasks and a large amount of data collection and data entry. Therefore, it is being proposed that a current office manager job description is used and modified to meet the specific requirements and duties of this grant position.



PERSONNEL ADMINISTRATION COMMITTEE (PAC)

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

Financial Manager County wide review - WIS recommendations

DATE ITEM WILL APPEAR ON THE PAC AGENDA:

5/22/07

CONTACT PERSON: Heather Whitlow

PHONE NUMBER: 2526

Presenter at PAC Meeting if other than Contact Person:

OFFICE/DEPARTMENT: Legal

EXECUTIVE SUMMARY: (Please attach supporting documentation for your request)

WIS recommendation on financial mgr position.

Signed

Heather

Date

5/21/07

WAGGONER • IRWIN • SCHEELE
& associates inc

MEMORANDUM

TO: Monroe County Personnel Administration Committee

FROM: Kent Irwin/Addie Knott
Waggoner, Irwin, Scheele & Associates, INC.

DATE: May 18, 2007

RE: Financial Managers

BACKGROUND

Requests were submitted to review the classifications of the Financial Director for the Clerk, the Deputy/Accounting for the Treasurer, and the Financial Manager for the Highway Department. This request resulted from discussions at an Employee Advisory Board (EAB) meeting on January 24, 2007. At that meeting, the job classification of the three aforementioned positions was questioned relative to the appropriate job category (COMOT or PAT). Currently, all three positions are classified as COMOT IV's.

Factoring and assignment to the appropriate job classification category, such as whether a position should be a COMOT or PAT, was completed jointly by consultants from WIS and by several members of the County Council. WIS notes that these and several other positions were reviewed as both COMOT's and PAT's before jointly deciding to factor the positions as COMOT's.

In the letter engaging WIS to meet with incumbents and their supervisors dated March 6, 2007, it was noted that the Clerk's Financial Director position was "recommended to be a COMOT, but upgraded the Commissioners' position [Financial Manager] to a PAT III."

The Commissioner's Financial Manager position was not actually recommended to be upgraded as part of the 2006 report from WIS. The position had been classified as a PAT II under the old Monroe County system prior to the 2006 report. Under the 2006 system the position was recommended as a PAT III, but since the 2006 report created an empty

pay grade at PAT I, the “new” PAT III is equivalent to the “old” PAT II – therefore the position was essentially recommended to stay in its existing classification.

Conversely, the Clerk’s Financial Director was classified as a COMOT II (a) under the previous system and recommended as a COMOT IV under the 2006 system. As the majority of positions classified as COMOT II (a) under the previous system became COMOT III’s in the 2006 system, the Clerk’s Financial Director was upgraded from its original classification.

CLASSIFICATION RECOMMENDATIONS:

In reviewing the documents submitted and in discussing the positions with incumbents in six different positions using the title of or similar to “Financial Manager,” WIS verified the existing rank order of such positions.

1. First Financial Representative (Auditor’s Office)

The Auditor’s First Financial Representative is classified as a PAT IV and the classification is accurate. This position requires a baccalaureate degree or the equivalent and is responsible for County-wide budget preparation, budget monitoring, and budget forecasting, duties that impact all County departments. This position also requires greater independent judgment and discretion than the other financial-related positions.

2. Financial Manager (Commissioners) and Financial Coordinator (Unified Courts)

The positions of Commissioners’ Financial Manager and the Unified Courts’ Financial Coordinator are classified in the PAT III classification. In each of these two positions the incumbent is responsible for financial duties with additional breadth and scope beyond those positions in the Treasurer, Clerk, and Highway offices.

The PAT III duties are less routinized, have greater latitude in using independent judgment, and involve specific knowledge of accounting and bookkeeping processes for multiple sub-departments.

3. Financial Director (Clerk), Deputy/Accounting (Treasurer), and Financial Manager (Highway)

The positions in the Treasurer, Clerk, and Highway offices are currently classified as COMOT IV’s. WIS does view the three positions of Financial Director (Clerk), Deputy/Accounting (Treasurer), and the Financial Manager (Highway) as equal to each other in terms of job responsibility, difficulty of work, and other factorable criteria.

After reviewing these positions, WIS is in agreement with the EAB that the positions should be classified in the PAT job category. The initial classification in the COMOT category did not give enough consideration to the application of professional principles required for the advanced level of bookkeeping performed. The factoring of these positions results in placement in the PAT II classification.

It should also be noted that it was indicated that these three positions continue to evolve as new record keeping requirements are implemented by state government and other funding/regulating sources and knowledge of new technologies is required. Because of this, it is also recommended that these positions be monitored closely over the next several years for any changes in the job descriptions that might warrant reclassification.