

PAC AGENDA

PAC November Monthly Meeting

November 27, 2007 at 4:30PM

Nat U. Hill Meeting Room,
Monroe County Courthouse
Bloomington, Indiana

Meeting called by PAC President, Vic Kelson

Attendees: Vic Kelson, Committee President
Michael Woods, Committee Member and County Council President
Jill Lesh, Committee Member
Jeff Cockerill, Legal Council
Cathy Smith & Hattie Greene; Note Taker and Auditor's Representatives

Please read: Meeting Packet

Please bring:

<i>Numbered Agenda Item</i>	<i>Topic and Information</i>	<i>Organization</i>
Item One	Reclassification of Project Engineering Supervisor The Highway Engineer is requesting the position of Project Engineering Supervisor be reclassified from a PATIV to a PAT V. <i>Bill Williams, County Highway Engineer</i> This item was recently sent to WIS for a job reclassification. We are currently awaiting the recommendation of this item from WIS.	Highway Department
Item Two	Reclassification of Project Engineer The Highway Engineer is requesting the position of Project Engineer be reclassified from a PAT III to a PAT V. <i>Bill Williams, County Highway Engineer</i> This item was recently sent to WIS for a job reclassification. We are currently awaiting the recommendation of this item from WIS.	Highway Department
Item Three	Reclassification of Operations Manager The Highway Engineer is requesting the position of Operations Manager be reclassified from a PAT IV to a PAT V. <i>Bill Williams, County Highway Engineer</i> This item was recently sent to WIS for a job reclassification. We are currently awaiting the recommendation of this item from WIS.	Highway Department
Item Four	Reclassification request for Health Educator/General Sanitarian The Health Administrator requests a change of classification from PAT IV (Level 3) to PAT V (Level 3), to compensate this position as legally designated Deputy Health Administrator of Monroe County.	Health Department

Bob Schmidt, County Health Administrator

This item was recently sent to WIS for a job reclassification. We are currently awaiting the recommendation of this item from WIS.

Item Five

Presentation of updated Perry Twp. Assessor job descriptions

Perry Township Assessor's Office seeks review and approval of the following job descriptions, with no classification changes:

1. First Deputy Assessor
2. Second Deputy Assessor
3. Third Deputy Assessor
4. Part-time Deputy Assessor

Perry Twp.
Assessor's Office

Jane Doughman, Perry Township Assessor

This item was tabled from the October meeting

Item Six

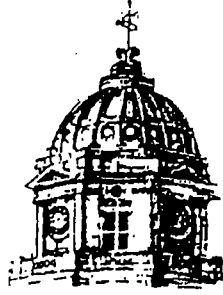
Request to Restructure Soil & Water Secretary Position

Request to convert Soil & Water Secretary to a District Coordinator
WIS returned COMOT III Classification recommendation (see WIS Memo #1 dated 9/28/07).

Commissioners'
Office

Iris Kiesling, President of County Commissioners

This item was tabled from the October meeting



**PERSONNEL ADMINISTRATION COMMITTEE
(PAC)**

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

Reclassification of Project Engineering Supervisor (Existing PAT IV) 0702-530-10.0008

DATE ITEM WILL APPEAR ON THE PAC AGENDA:

8/28/2007

CONTACT PERSON: Bill Williams

PHONE NUMBER: 349-2555

Presenter at PAC Meeting if other than Contact Person:

OFFICE/DEPARTMENT: Highway

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

In accordance with the directive given by the Council during the 2008 budget hearing for the Highway Department, we are requesting that the position of Project Engineering Supervisor be reclassified from a PAT IV to a PAT V. Given the supervisory role, duties, and responsibilities it is believed that this position should be compensated at a higher rate than that as allowed by the mid-point of the current classification. This office has reviewed similar types of positions in this community as well as the Counties outlined in the WIS study and found that the compensation rate would equal that of the next higher classification within the PAT scale. This information is submitted for review and discussion. The Monroe County Board of Commissioners support this request, as relayed to the Council via a previous memorandum, dated July 30, 2007.

Signed

Bill Williams

Date

8/21/2007

JOB CLASSIFICATION REVIEW FORM

County of Monroe, Indiana

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 Project Engineering Supervisor Payroll no. on salary ordinance 0702-530-10.0008
Department Highway Date 8/21/2007

Full-time Part-time Exempt Non-exempt

Current pay grade PAT IV Requested pay grade PAT V
Current pay \$ 36,624 Per Year Proposed pay \$ 42,205.80 Per Year

Employee(s) in this position:
John Collisson

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:* _____

NOTE: Monroe County is an Equal Opportunity Employer

5. Is this request a result of new legislation, a mandate or litigation?

Yes No If yes, specify statute 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: _____
N/A

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

Reclassification of this position would provide fair compensation for employees in this Position, both locally and regionally.

AUTHORIZATION BY EMPLOYEE:

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

John Collison Date 8-21-07
Employee signature

Employee signature Date _____

Employee signature Date _____

Employee signature Date _____

Additional Comments for Job Classification Review Form:

Request for Reclassification from PAT IV to PAT V:

This amount is derived from midpoint of Pat V, being compensated at the 50% between the mid and high range for the supervisory in the position.

Reason for review:

It has been stated that the new policy seeks to provide fair and comparable compensation for County Employees. Comparison of local government employees and Counties of similar size with like positions indicate that reclassification would bring this position in line with them.

With the growth of the County and the aging infrastructure of older existing subdivisions that are within the focus of this Department it has become a part of this position to address the repair or replacement of sidewalk, curb and gutter and storm drainage. This is in addition to the several highway projects we plan every year.

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Project Engineering Supervisor
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological) Y

DATE WRITTEN: August 1996
DATE REVISED: January 2006

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of Monroe provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Project Engineering Supervisor for the Monroe County Highway Department, responsible for design, budgeting, planning, scheduling, and overseeing supervises bridge and culvert repair, replacement, and maintenance.

DUTIES:

Supervises and directs assigned staff, including planning/delegating work assignments, establishing specific work goals, evaluating work performance, maintaining discipline, and recommending corrective action as warranted.

Determines the type and quantities of materials for bridge projects, orders and schedules delivery of materials, arranges for rental of additional equipment, as needed, and coordinates relocation of utilities affected by various projects.

Directs Supervises and monitors traffic engineering studies, maintenance of drainage structures, guardrail, and pavement markings relating to bridges.

Conducts engineering and related information studies as directed, including traffic pattern research, drainage studies, and topographic surveys; completes related compilations, reports, and/or survey drawings as needed.

Reviews Supervises construction and other work permit applications from general public, checking locations and writing permits as needed. Re-inspects sites to assure compliance with standards, reporting non-compliance and taking appropriate action as needed.

Completes preliminary engineering and layout for County projects and ~~inspects~~ **supervises** ongoing construction work, reporting and resolving all deficiencies as needed. ~~Monitors~~ **Supervises** work contracted out by County to assure compliance with all contract specifications and requirements.

Responds to inquiries and complaints from general public and/or other government agencies concerning county projects and operations; takes action to resolve complaints and/or refers callers to appropriate person or department.

Attends education workshops and training seminars as required.

Occasionally responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates Degree in civil engineering, surveying, construction, or related field, or equivalent combination of education and experience.

Working knowledge of principles and standard procedures of structural design, mathematics, surveying, and engineering, with ability to supervise and direct various engineering studies, inspection activities and construction projects.

Thorough knowledge of County work/construction permit requirements, with ability to properly review and approve permit applications and inspect permit sites as deemed necessary.

Ability to supervise and direct the work of assigned department personnel, including planning/delegating work assignments, establishing specific work goals, evaluating and inspecting work, maintaining discipline, and providing corrective instruction as needed.

Ability to read, understand, and/or complete a variety of project and construction maps, plans, and drawings, ability to compile and analyze research study data and prepare related reports and documents as directed.

Ability to operate standard office equipment, including computer, printer, and calculator.

Ability to operate department computer and related programs and properly maintain and operate project equipment, such as surveying tools, transit level, traffic and distance measuring devices, and blueprint machines.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate with co-workers, other County departments, vendors, utility companies, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours, evenings, and weekends and travel out of town for the seminars and classes, sometimes overnight. Ability to occasionally respond to emergencies from off-duty status.

Possession of a valid commercial driver's license with required endorsements and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent assures supervises and directs a variety of projects and studies in accordance with general guidelines and applicable rules and regulations, exercising judgment to gain cooperation with various government agencies and assure compliance with all legal requirements. Incumbent's work often requires careful consideration of unusual situations and circumstances.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of bridge maintenance projects, traffic signal studies and sign installation, and works under general objectives, with unusual and/or sensitive cases discussed with Supervisors. Work is reviewed for soundness of judgment, attainment of objectives, and compliance with applicable laws and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, vendors, utility companies, and the public to assure compliance with project/construction requirements, conduct engineering/traffic studies, respond to complaints, and request and provide department information.

Incumbent reports Directly to Director/Engineer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs some duties in both a standard office environment and in the field, involving sitting/walking at will, standing/walking for long periods, walking on uneven terrain, working in extreme hot/cold temperatures, working in wet/icy surroundings, working with/near chemicals/fumes/odors/dust/dirt/noise, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, bending/crouching/kneeling, reaching, close/far vision, depth perception, keyboarding, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects.

Incumbent occasionally works extended hours, evenings, and weekends, and travels out of town for seminars and classes, sometimes overnight. Incumbent occasionally responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Project Engineering Supervisor for the Monroe County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No

John Collison
Applicant/Employee signature

8-21-07
Date

JOHN COLLISON
Type or Print name



OFFICE OF
MONROE COUNTY COMMISSIONERS
The Courthouse, Room 322
BLOOMINGTON, INDIANA 47404

Telephone 812-349-2550
Facsimile 812-349-2959

Iris F. Klesling, President

Joyce B. Poling, Vice-President

Patrick Stoffers, Member

July 30, 2007

TO: Monroe County Council
FROM: Monroe County Board of Commissioners
RE: Highway Department PAT Employees

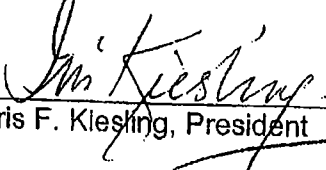
It is believed that the WIS Salary Study, for over 500 employees, was a success, as it was approached very fairly. Unfortunately, performing a study of this type, with a broad scope of agency positions to review, there will be positions that will need reviewed or revised to satisfy a fair compensation rate. In discussions with the Highway Engineering Department, we have concerns with three PAT employees.

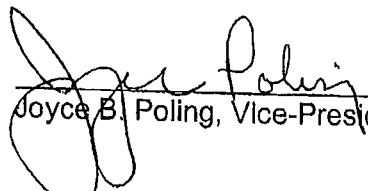
During meetings of the EAB and Council representatives, it was thought this situation could be eliminated with the ability to use the ranges for the specific job classes. Initially, in June of 2006, the Highway Director/Engineer was going to request a revised classification for these positions but was informed in subsequent PAC and EAB meetings that this concern could be eliminated with the use of the salary ranges. However, ranges were not allowed to be used per instructions for 2008 Budget preparations.

Attached you will find a report, prepared by the Highway Director/Engineer, of these positions. In this report, he compared salaries of the Counties mentioned in the WIS Study and included City of Bloomington and Indiana University employees of similar positions. We have read the report and concur with the findings. Therefore, we respectfully request that the salaries for these positions be increased by one of the methods as described in the report.

We appreciate your concern and look forward to discussing this with you. It is requested that these three positions be rewarded for the overall job that they do for the County because what they do affects every person that lives or travels in this community.

Sincerely,


Iris F. Klesling, President


Joyce B. Poling, Vice-President


Patrick Stoffers

IK/JP/PS/bw
Attachment

MONROE COUNTY HIGHWAY DEPARTMENT – ENGINEERING DIVISION

This chart indicates the current classifications and salaries from the WIS recommendations, the proposed reclassification salaries, and State, Regional & Local comparisons of salaries of similar positions in other government agencies.

• **CURRENT CLASSIFICATIONS & SUBMITTED WAGES:** The following table indicates the position, current classification, recommended salary per Council instructions, and the submitted salary, which was the maximum salary within the range of each classification.

MONROE COUNTY ENGINEERING STAFF

Position	Class	Current 2007 Salary	WIS 2007 Salary for 2008 (mid-point)	Submitted Salary Form 144 *
Project Engineer Supervisor	PAT IV	\$36,602.00	\$36,624.00	\$40,286.40
Operations Manager	PAT IV	\$36,602.00	\$36,624.00	\$40,286.40
Project Engineer	PAT III	\$33,616.00	\$34,462.00	\$37,908.20

* within WIS Salary Range of Classification (top of range)

• **CLASSIFICATION CHANGE RESULTS**

MONROE COUNTY ENGINEERING STAFF

Position	Classification Change	WIS 2007 Salary for 2008 (mid-point)	Submitted Salary Form 144 *
Project Engineer Supervisor	PAT IV to PAT V	\$42,205.80	\$40,286.40
Operations Manager	PAT IV to PAT V	\$42,205.80	\$40,286.40
Project Engineer	PAT III to PAT V	\$42,205.80	\$37,908.20

• **STATE AND REGIONAL COMPARISONS:** A review was conducted by this office of Counties of similar size (population) as this method was deemed most appropriate due to the similarities of duties performed by a County Engineering staff. WIS mentioned that adjacent Counties were reviewed, of which, in this case, would give you only the Morgan County Engineer to compare to as the other adjacent Counties do not have an Engineering Department. Delaware and Madison Counties are discussed in the WIS report and are used in the comparison as shown below, as well as Vanderburgh, Tippecanoe, Porter, LaPorte, Hendricks and Clark.

REGIONAL ENGINEERING STAFF (9 Indiana Counties only)

POSITION	CLASS	9 COUNTY COMPARISON*	Difference from WIS 2008 mid-point	CPI additional (3% annually)	Difference from WIS 2008 mid-point
Operations Manager	PAT IV	39,753	- \$3,129	42,138.18	- \$5,514.18
Project Engineer Supervisor	PAT IV	39,753	- \$3,129	42,138.18	- \$5,514.18
Project Engineer (Permits)	PAT III	38,259	- \$3,797	40,554.54	- \$6,092.54

* Information from the 2005 Salary Report of the Indiana Local Transportation Assistance Program (INLTAP).

• **LOCAL COMPARISONS:** Also, a review was conducted of the City of Bloomington Engineering staff for comparisons. The ranges of the 5 Engineering Assistants were from \$34,269 to \$46,424. Also a review of the Indiana University Architect Office staff is submitted as well. Their duties are similar, at times, to the duties completed by our Engineering staff.

LOCAL ENGINEERING STAFF (City of Bloomington)

POSITION	2007 Average Salary	Difference from WIS 2008 mid-point
Engineering Assistant	\$41,290.29	PAT IV = - \$4,666.29 PAT III = - \$6,828.29

LOCAL ENGINEERING STAFF (Indiana University)

POSITION	2008 Average Salary	Difference from WIS 2008 mid-point
Engineering Assistant	\$50,584	PAT IV = - \$13,960 PAT III = - \$16,122

