

PAC AGENDA

Personal Administration Committee Meeting

April 28, 2009, immediately following adjournment of County Council Meeting resumed from April 14th, 2009 Meeting - Nat U Hill III Meeting Room, Courthouse, Bloomington, Indiana

PAC Members: Vic Kelson
Warren Henegar
Geoff McKim

Please read: Meeting Packet
Please bring:

<i>Numbered Agenda Item</i>	<i>Topic and Information</i>	<i>Organization</i>	
Item One	Approval of Minutes of March 24, 2009 Meeting	PAC	1-3
Item Two	Review of Financial Manager classification	Highway Department	Page 4-14
Item Three	Bridge Crew Supervisor proposed clothing allowance or equal compensation (\$1,250.00 per year) as other LTC grade employees	Highway Department	15-23
Item Four	Reclassification Request 1. Drug Court Coordinator - 24 - 31 2. Office Administrator - 32 - 41	Probation	24-41
Item Five	Administrative Assistant Revised Job Description	Probation	42-49
Item Six	Official Court Reporter Job Classification	Courts	50-58
Item Seven	Reclassification Request 1. Assistant Director - 59-63 2. Senior Planner - 64-67 3. Planner/GIS Specialist (title change to Environmental Planner/GIS Specialist) - 68-71 4. Planner/GIS Specialist - 72-79	Planning	59-79

PAC Meeting Minutes

MEETING

3/24/2009

5:00 P.M.

NAT U HILL MEETING ROOM

MEETING CALLED BY	Geoff McKim
TYPE OF MEETING	Personnel Administration Committee
LEGAL REPRESENTATION	Michael Flory, County Council Attorney
NOTE TAKER	Michael Flory
PRESIDING OFFICIAL	Geoff McKim, Chairman of PAC Committee

Date for next meeting: April 28, 2009 immediately following the recessed Council meeting which will begin at 5:00 p.m.

Agenda Topics

ITEM I APPROVAL OF THE MINUTES FROM FEBRUARY 24, 2009 PAC

DISCUSSION	Kelson asked for unanimous consent to approve the minutes.
CONCLUSION	No opposition minutes were approved.
AGENDA	Item II moved after Item III no Commissioners present.

ITEM III REVIEW OF "EXEMPT" POSITIONS RHONDA FOSTER

DISCUSSION	<p>Foster reports on proposal to move some positions from non-exempt to exempt status. Department Heads and Elected officials met with Rhonda individually regarding these changes and she had no negative feedback on the specific positions in the report. If Council approves the changes the people in the positions will no longer be eligible for comp-time and they will have the choice of being paid for comp-time at that point or of having the rest of the year to use the comp-time.</p> <p>Kelson The question has come up in Budget Hearings and in PAC meetings for the past few years of why some positions are exempt and others are not. The concern of the PAC committee has been whether we are consistent across all departments. Prior to having an HR director we did not have anyone specifically trained on how to do this kind of analysis. Thank you to Foster for taking the initiative.</p> <p>Concerns: Q: How long will these newly exempt positions have to use their comp-time? A: Must be used by the end of 2009. Q: How will we make sure that they are able to use it? A: COMP time will be frozen. Rhonda will send reports to the department heads of comp time remaining to be used. Q: Did all of the department heads specifically commit to making sure that the employees were going to be able to use it? A: There will be an agreement that is going to have to be signed that the department head or elected official and the employee have to sign. Q: Will the department heads being requesting additional appropriations for paying comp-time off or are we going to pay first from overtime lines etc. and consider additional appropriations later if we need them? A: All departments involved told Foster that they would be able to find the money provided that their employees decided they did not want to use it. The department that had the most was under \$3,000.00.</p> <p>Henegar and McKim also wanted to hear the totals and were satisfied with the information.</p> <p>Henegar Q: How many new exempt positions are we looking at? A: 25.</p>
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	<p>McKim Concerns: In the case of positions that require unique capabilities the person may not be able to get the work done in the regular 40 hours and it will be incumbent on the Department Head to redesign the work load to accommodate that.</p>
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CONCLUSIONS	Kelson asked for unanimous consent. McKim asked for a vote
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3 Aye 0 Nay motion Passes

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Present to Council with positive recommendation from PAC		

ITEM II EAB REPORT TO PAC AND COMMISSIONER STOUFFERS

DISCUSSION	<p>Foster presents 4 main recommendations and touches on 27 pay, 3 year review of job classification, and 6 possible sources for funding. Procedure: PAC and Commissioners receive the report and forward to Council as a whole. Kelson is unhappy with the report says #1 and #3 are impossible to achieve. Hopes for recommendation regarding the 27 pay before budget.</p>
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CONCLUSIONS	Kelson Moves PAC accept the report. Voted on 3-0-0 PASSES unanimously
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action items:	PERSON RESPONSIBLE	DEADLINE
Forward to Council		

ITEM IV **TECHNOLOGY/GRANTS REP UPGRADE** **AUDITOR**

DISCUSSION	COMET III to COMET IV
CONCLUSIONS	Kelson moves to forward to Council with a favorable recommendation. 3-0-0 Passes Unanimously.

ACTION ITEMS:	PERSON RESPONSIBLE	DEADLINE

ITEM IV **CLAIMS FINANCIAL REPRESENTATIVE** **AUDITOR**

DISCUSSION	Foster reports that Auditor has made some changes and forwarded to WIS.
CONCLUSIONS	Kelson moved to table until next month. 3-0-0 Passes unanimously

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM V **RECLASSIFICATION DUE TO CHANGE IN DUTIES, RESPONSIBILITIES, WORK CONDITIONS, ETC** **COMMISSIONERS**

DISCUSSION	LTC II to LTC III. Foster has done a desk audit and stresses that this is not person specific. Foster Recommends sending to WIS with a recommendation of reclassification as assistant supervisor
CONCLUSIONS	Henegar moves to send to WIS with recommendation of reclassification. Kelson seconds. Vote 3-0-0 Passes unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send to WIS with recommendation for reclassification		

ITEM VI		Discussion of Airport LTC Positions	AIRPORT
DISCUSSION	Q: Are the positions 35 or 40 hours? Are they Exempt positions? Foster June 1, 2006 4 LTC II positions 35 Hours Non-exempt. Kelson suggests check Council/PAC minutes have the positions been reclassified as 40 hours? Discussion of whether the positions should be 35 or 40 hour work weeks.		
CONCLUSIONS			

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send this matter to April Council meeting		

ITEM VII		<ITEM NAME>	HEALTH
DISCUSSION	Called back, Rhonda reports		
CONCLUSIONS	Henegar moves to send to Council with a positive recommendation. Kelson seconds. Voted 3-0-0 Passes unanimously.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

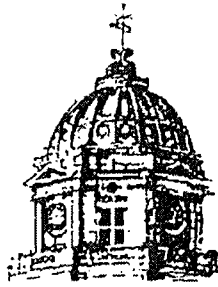
ITEM VIII		FINAL CLARIFICATION OF EXEMPT/NON-EXEMPT	
DISCUSSION			

CONCLUSIONS			
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM IX		DISCUSSION OF ITEMS TO ADD TO NEXT PAC	PAC
DISCUSSION	McKim reclass calendar, April PAC deadline, parental reimbursement (Hawk/Jdg. Galvin)		
CONCLUSIONS			

ACTION ITEMS:	PERSON RESPONSIBLE	DEADLINE
PACKET SENT TO ALL DEPARTMENT HEADS	COUNCIL OFFICE	



PERSONNEL ADMINISTRATION COMMITTEE (PAC)

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

Financial Manager

DATE ITEM WILL APPEAR ON THE PAC AGENDA:

April 28, 2009

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)

To review Classification due to changes in responsibilities and job description.

Signed

Bill Williams

Date

APRIL 8, 2009

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 Financial Manager Payroll no. on
Department Highway salary ordinance 0702-530-10.0004
Date 4/3/2009

Full-time Part-time Exempt Non-exempt

Current pay grade PAT II Requested pay grade PAT III
Current pay \$ 33,318.00 per year Proposed pay \$ 35,462.00 per year

Employee(s) in this position:

Suzanne DeMoss

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:* _____

Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

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

This position currently helps serve the Commissioner's and Legal Department in regard to various duties performed by the previous Community Development Director position as this position has been eliminated. Manages intergovernmental Fleet Maintenance and Gasoline

Accounts. More responsibilities have been assigned to this position within the department. We feel this position has the same responsibilities as other Financial Manager positions within the County with PAT III job classifications, along with unique responsibilities, in regard to Highway Standards and Specifications and the fact that Highway Accounting records must by law have their own set of books for the State Of Indiana to Audit, along with several Federal laws regarding Federal Aid Funding and the accompanying Audits on these projects that must be known and adhered to in order to be in compliance with state and Federal regulations.

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: May 2007, remain PAT II, with the recommendation this position be monitored closely over the next several years for any changes in job description that might warrant reclassification.

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:

Questions 4 through 8 to be completed by Elected Official/Department Head

4. Are the job functions described on this form currently being performed by your office/department? Yes No If yes, name those job title(s) and classification:

Job title Financial Manager *Classification PAT II
Job title _____ *Classification _____
Job title _____ *Classification _____

**Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate or litigation? Yes No
If yes, specify statue citation and/or case: New federal aid process has given more responsibilities to Local Public Agencies to assure compliance with state and Federal regulations.

6. Is this request based on increased volume of work? Yes No
If yes, please explain: Additional reporting requirements due to federal aid funded projects which equates into additional bookkeeping.

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: Retention of the employee in this position assures compliance with submittal and appropriate compensation when compared to similar pay grade.

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.

Wendy Suzanne DeRosa Date 4/3/2009
Employee signature

Employee signature Date _____

Employee signature Date _____

Employee signature Date _____

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

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.

William E. Williams Date APRIL 3, 2009
Signature of Elected Official/Department Head

William E. Williams
Name typed or printed

