

PAC AGENDA

Personal Administration Committee Meeting

**February 23, 2010, 5:00 p.m. 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 January 26, 2010	PAC
Item Two	REVISED JOB DESCRIPTION CLASSIFICATION AND COMPENSATION PROPOSAL FOR POSITION IN YSB 02/23/2010	YOUTH SERVICES BUREAU
Item Three	Adjournment	

PAC Meeting Minutes

MEETING

DATE- JANUARY 26, 2010

TIME-5:00 P.M.

LOCATION: NAT U
HILL MEETING ROOM
COURTHOUSE

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

Date for next meeting: February 23, 2010, at 5:00 p.m.

Agenda Topics

ITEM 0	ORGANIZATIONAL	PAC
DISCUSSION	<p>Geoff McKim and Warren Henegar present. Vic Kelson was out of town. Others present: Rhonda Foster, Kim Meyers, Sarah Borden and Patrick Stoffers. Meeting called to order by Chairman McKim at 5:05 p.m.</p> <p>Chairman McKim asks for unanimous approval to amend the agenda to add I.B, Election of President. Henegar agrees. McKim nominates Vic Kelson as Chairman for 2010; Henegar seconds.</p> <p>Patrick Stoffers states that the Commissioners are pulling Items III and IV from the agenda.</p>	
CONCLUSIONS	<p>Vote is unanimous to elect Vick Kelson as Chairman. Items III and IV are pulled from the agenda on behalf of the Commissioners.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM I	APPROVAL OF MINUTES OF AUGUST 25, 2009 AND DECEMBER 22, 2009	
DISCUSSION		
CONCLUSIONS	<p>Minutes for both meetings were unanimously approved.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM II	NEW JOB DESCRIPTION, CLASSIFICATION, AND COMPENSATION PROPOSAL FOR POSITION IN COUNTY COMMISSIONERS' OFFICE	COMMISSIONERS
DISCUSSION	<p>Presented by Rhonda Foster.</p> <p>Per WIS, the position should be classified as SO; salary range from \$71,128.15 to \$81,146.46.</p> <p>PAC engaged in extended discussion of the salary range. Commissioner Stoffers stated that he felt the salary should actually be set equal to that of the Sheriff (\$113,082.30) to attract highest quality candidates, persons with extensive experience, advanced degrees, etc. PAC members unanimously felt that level was too high, and recommended the WIS levels be followed.</p> <p>Discussion of residency in Monroe County as a job requirement was conducted. Discussion of pros and cons – need to have knowledge of Monroe County, value in showing citizens that persons in county government with administrative duties are also citizens of Monroe County. However, we don't want to</p>	

	preclude good quality people who don't live in Monroe County at the present from applying such as, former residents who have moved may wish to return; persons with similar desirable experience in other counties may wish to move here. It was decided was to require any non-Monroe County resident chosen for the job to commit to move to Monroe County within a year.
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CONCLUSIONS	Warren Henegar moves to forward to Council with a positive recommendation; Geoff McKim seconds; motion passes 2-0.
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action items:	PERSON RESPONSIBLE	DEADLINE

ITEM III	REVISED JOB DESCRIPTION FOR FINANCIAL MANAGER POSITION	COMMISSIONERS
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DISCUSSION	This item was pulled at the beginning of the meeting.
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CONCLUSIONS	
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ACTION ITEMS:	PERSON RESPONSIBLE	DEADLINE

ITEM IV	REVISED JOB DESCRIPTION, CLASSIFICATION AND COMPENSATION PROPOSAL – OFFICE MANAGER	COMMISSIONERS
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DISCUSSION	This item was pulled at the beginning of the meeting.
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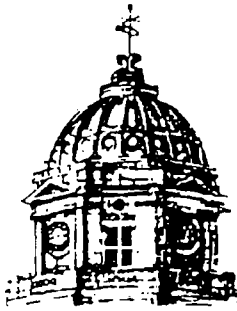
CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM V	REVISED JOB DESCRIPTION WITH PROPOSED POSITION NAME AND CLASSIFICATION CHANGE FOR YSB OFFICE MANAGER/BOOKKEEPER	YOUTH SERVICES BUREAU
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DISCUSSION	<p>Rhonda Foster explained that the position has either morphed into a financial manager position or perhaps wasn't properly categorized at the beginning. She is recommending moving this position to a Pat II from COMOT IV. The secretary reports to this position.</p> <p>Rhonda recommends that the requirements be changed to add a Bachelor's Degree. This position oversees and manages many fiscal grants, Dept. of Child Services' grants, federal grants, etc.</p> <p>The salary will increase from \$26,844 to \$33,318, an increase of \$6,474. County financial managers are paid at either the Pat II or Pat III level. It was requested that a flow chart be given to the Council showing Executive Director, Assistant Director, Office manager, and Secretary.</p> <p>Sarah Borden stated that 85% of the position is financial management.</p> <p>McKim and Henegar both strongly supported the upgrade because the YSB department relies so heavily on grants, and the County must have qualified people overseeing the grants to insure that they are properly accounted for, utilized and so that our future grant funding capabilities aren't hurt by any internal lack of oversight.</p>
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CONCLUSIONS	<p>Unanimous vote to refer to WIS for their input.</p> <p>There being no further business, the committee adjourned at 5:35 p.m.</p>
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PERSONNEL ADMINISTRATION COMMITTEE (PAC)

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

vised job description classification and compensation proposal for position in YSB02/23/2010

DATE ITEM WILL APPEAR ON THE PAC AGENDA:

01/26/2010

CONTACT PERSON: Rhonda Foster

PHONE NUMBER: 7313

Presenter at PAC Meeting if other than Contact Person:

OFFICE/DEPARTMENT: Human Resource

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

The position of Executive Director for YSB has changed. The job description has been revised and the job classification and compensation level has changed from EXE I to EXE II. This revised job description has been sent to WIS and a favorable recommendation has been received from WIS.

Signed Rhonda Foster

Date 02/19/2010

Acts as media spokesperson, preparing news releases, arranging for public news conferences and ceremonial events and ensuring media receives accurate data.

Conducts weekly meetings with Youth Shelter staff to discuss issues concerning current clients, share information, and conduct staff development seminars, occasionally bringing in outside speakers as needed.

Seeks and secures alternative funding sources, such as grants. Prepares grant applications and administers grant monies upon receipt, ensuring compliance with grant requirements and preparing required reports.

Completes a variety of monthly, quarterly, and annual reports as required by County Council, Commissioners, and all funding and licensing/accrediting agencies, including conducting assessments and compiling statistics, financial information, and narratives.

Attends Advisory Board and related committee meetings. Prepares and presents written reports and financial statements at Board meetings, responds to inquiries, and keeps minutes for committee meetings. Develops annual agency goals, working with staff and Advisory Board as necessary.

Oversees ensurance of department compliance with all accrediting and licensing requirements from State Board of Health, Welfare Departments, State Fire Marshall, Indiana Youth Services Association, and applicable federal agencies. ~~Prepares evaluation materials, assists agency representatives with audits/reviews, and submits food and health plans to Health Board as required.~~

Develops annual budget for department and ensures proper coordination of budget and grant funding, including securing funding through county, state, and federal sources. Administers budget upon approval, making adjustments as necessary and approving all claims, payroll, and other expenditures. Cooperates with audit procedures and implements appropriate changes recommended in audit reports. Maintains listing of donations to agency and completes related solicitations.

Serves as department liaison to a variety of organizations and attends department head, County Commissioner, County Council, and community organization meetings. Makes public presentations on youth issues and writes and records public service announcements as needed.

Maintains caseload for Counselors in their absence and receives and responds to client calls. Conducts Shelter intakes and responds to emergencies as needed.

Supervises social work interns, working closely with University officials to determine nature and purpose of positions and academic requirements.

Serves on-call on a rotation basis. **Assists Assistant Director** ~~Operations Managers~~ and other staff with requests for admitting youths, out-of-county requests, runaways, and other emergency situations.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Master's Degree in psychology, **counseling or social work**, criminal justice, or related field, with a minimum of **four** ~~two~~ years previous experience in a management or administrative position. **A licensed clinical social worker (LCSW) strongly preferred.**

Thorough knowledge of all federal, state, and local rules, regulations, and policies governing Youth Services/Shelter, with ability to develop and maintain appropriate department policies and procedures accordingly.

Working knowledge of accounting practices and principles with ability to prepare budgets, seek grants and adhere and administer grant requirements.

Knowledge of other adolescent services and programs available in Monroe County, with ability to make appropriate referrals and coordinate services as needed.

Experience with and ability to counsel and interview at-risk adolescents and their families and provide crisis intervention as needed.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed written reports as required.

Ability to operate standard office equipment and software, such as computer, keyboard, calculator, fax machine, copier, telephone, word processing software, database/spreadsheet software, and financial software.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring/firing decisions, maintaining discipline, making work assignments, evaluating performance, establishing goals and work standards, and providing training and corrective instruction.

Ability to perform arithmetic calculations and to develop and administer annual budget, including ability to secure and retain grants and other funding, write grant applications, ensure compliance with grant requirements, and prepare related reports.

Ability to effectively communicate orally and in writing with co-workers, other County departments, elected officials, state agencies, schools, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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 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 respond swiftly and rationally to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

Ability to affect positive change through management which involves systematic problem solution and development of goals.

Ability to occasionally work extended, weekend, and evening hours, and periodically travel out of town for training/conferences, sometimes overnight.

Successfully pass all post – offer employment tests including: background check, drug test, and credit report.

II. DIFFICULTY OF WORK:

Incumbent performs administrative and supervisory duties in accordance with established regulations and generally applicable guidelines, exercising judgment to effectively secure and retain funding, ensure appropriate and effective agency operations, and supervise employees. Incumbent's duties are broad in scope, involving both general and individual situations and requiring careful consideration of unique situations and resolution of multiple, conflicting variables and choices.

III. RESPONSIBILITY:

Incumbent ensures proper and effective functioning of Monroe County's Youth Services Bureau and Youth Shelter, including securing and retaining funding, supervising employees, and maintaining compliance with all applicable rules and regulations. Goals and objectives of Youth Services Bureau and incumbent's duties are generally known, and work is reviewed for continuing maintenance of services and attainment of objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, elected officials, state agencies, schools, and the public for purposes of coordinating services, reviewing operations, supervising department personnel and operations, and negotiating funding needs.

Incumbent reports Directly to ~~Board of County Commissioners~~ **the Board of Judges.**

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs most duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, close vision, speaking clearly, and hearing sounds/communication. Incumbent is periodically exposed to potentially violent “at-risk” adolescents for which safety precautions must be taken at all times.

Incumbent occasionally works extended, evening, and/or weekend hours, and periodically travels out of town for training/conferences, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Executive Director for the Monroe County Youth Services Bureau Shelter 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 _____

Applicant/Employee signature

Date

Type or Print name

Waggoner • Irwin • Scheele
& Associates INC

MEMO

TO: Monroe County Personnel Administration Committee

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

DATE: February 15, 2010

RE: Reclassification Request – Executive Director

Executive Director (Youth Service Bureau Shelter)

This is a reclassification request. This position is responsible for overseeing and directing operation of the facility; developing and implementing programs and plans consistent with Youth Service Bureau goals and objectives; supervising and directing assigned personnel; securing and administering department funds; and maintaining a cooperative relationship with representatives of the community.

The Department clarified the job requirements by adding counseling to the related field of study and increasing the minimum years of previous experience required from two to four. The position description also includes the requirement of “a licensed clinical social worker (LCSW) strongly preferred.”

We have reviewed the job description and assessed this position respective of other positions in the EXE job category.

Recommendation: It is recommended that the position be reclassified to EXE II and be compensated within the 2010 EXE II (40 hr.) pay range.