



## PERSONNEL ADMINISTRATION COMMITTEE

Monroe County Courthouse, Room 306  
100 W Kirkwood Avenue  
Bloomington, Indiana 47404  
Office: 812-349-7312  
CouncilOffice@co.monroe.in.us

Peter Iversen, Chair  
Marty Hawk  
Geoff McKim

## PERSONNEL ADMINISTRATION COMMITTEE Tuesday, April 4, 2023 at 12:00 PM (Noon) HR-Council Conference Room and Zoom Connection

<https://monroecounty-in.zoom.us/j/84089784609?pwd=bm05NUN3UU5NZjMxZUQ0b2ZGVE1ldz09>

Meeting ID: 840 8978 4609

Password: 196896

- The public's video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.
- Below is the link for ZOOM Meeting Schedule of Monroe County Virtual Public Meetings for your convenience:

<https://www.co.monroe.in.us/egov/apps/document/center.egov?view=item;id=10017>

*"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, activity of Monroe County, should contact Monroe County Title VI Coordinator, Angie Purdie, (812) 349-2550, [apurdie@co.monroe.in.us](mailto:apurdie@co.monroe.in.us), as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at least seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public."*

1.	<b>CALL TO ORDER</b>	Page
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2.	<b>CLERK'S OFFICE, Nicole Browne</b>	3
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An update from the Clerk regarding an upcoming request for a department review.

3.	<b>SURVEYOR'S OFFICE, Trohn Enright-Randolph &amp; John Baeten</b>	4
	<b>Request the Creation of a New Position – GIS Technician and</b>	
	<b>Request Review of a Current Position – GIS Coordinator</b>	24

The Department is requesting the creation of a GIS Technician who will assist the GIS Coordinator with Monroe County's geographical information system (GIS). The Department is also requesting a review of the GIS Coordinator due to changes in duties, responsibilities, etc. This request is based on the existing and increased volume of geospatial work due to more offices and departments integrating GIS workflows, as well as an increased public demand for GIS assistance.

<b>4.</b>	<b>EMPLOYEE SERVICES DEPARTMENT, Angie Purdie</b>	33
	<b>Request for a Review and Reclassification – Personnel Administrator</b>	42
	<b>Request for a Review – Payroll Administrator</b>	

The current structure of the Employee Services Department has been functional to date, however with the leaving of the Payroll Administrator, a realignment of the structure and a more accurate reflection of the job description for the Personnel Administrator is appropriate. The current reporting structure of both employees reporting to the Commissioners’ Administrator has proved to be inefficient. Additionally, the Personnel Administrator’s duties are more extensive, required independent decisions, more collaboration with executive level staff, and should in fact be the supervisor of the Payroll Administrator.

Due to the recent vacancy of the Payroll Administrator position in addition to the Personnel Administrator position, changes/updates were required in the position. However, a change in classification is not being request nor is one anticipated.

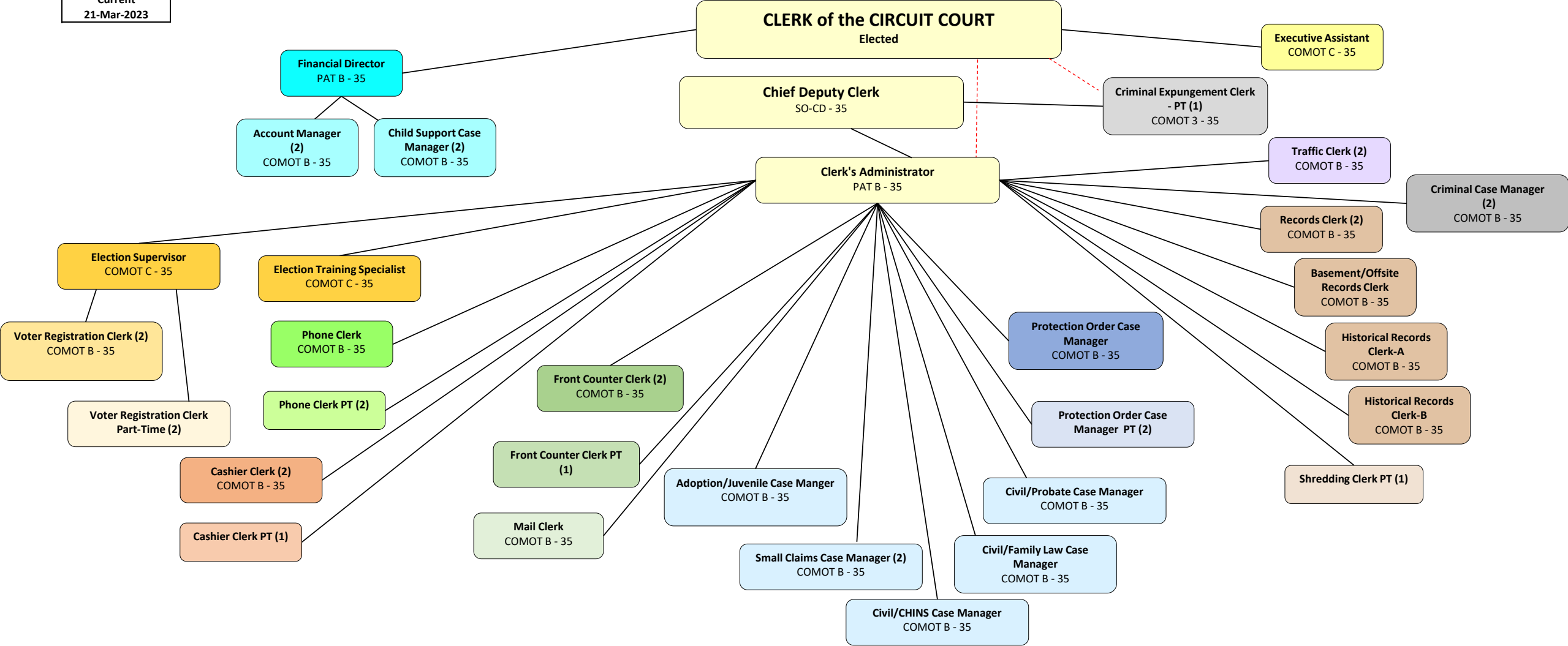
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<b>5.</b>	<b>APPROVAL OF SUMMARY MINUTES AS PRESENTED</b>	
	-February 7, 2023	49
	-February 24, 2023	53

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**6. ADJOURNMENT**

Current  
21-Mar-2023



# PERSONNEL ADMINISTRATION COMMITTEE

## Agenda Request Form

*Complete ALL applicable highlighted areas below.*

DEPARTMENT: Surveyor MEETING DATE REQUESTED (*Tentative*): 4/4/2023  
Request Presenter(s): Trohn Enright-Randolph & John Baeten Phone: (812) 349-2571

*Was the Council Liaison notified prior to submitting this Agenda Request:* YES

### FUND INFORMATION: (Mark with an "X" in all applicable boxes)

Fund Name: 1000

Fund Number: TBD Location Number: 0006

### PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

☒ Creation of New Position Title: GIS Technician (PAT A)

☒ Amend Current Position Description Title: GIS Coordinator (PAT D)

Hours: 40 Classification: PAT Level: A

☐ Other (Specify)

**Narrative:** Give a DETAILED SUMMARY explanation for the request (*purpose, action needed, etc.*).

The Office of the Monroe County Surveyor is requesting the creation of a GIS Technician who will assist the GIS Coordinator with Monroe County's geographical information system (GIS). Our Office is also requesting the reclassification of the GIS Coordinator due to change in duties, responsibilities, etc.

This request is based on our existing and increased volume of geospatial work due to more offices and departments integrating GIS workflows, as well as an increased public demand for GIS assistance.

The GIS Technician's primary duties include but are not limited to:

- Providing technical expertise and solutions to GIS tasks, such as developing and maintaining scripts as needed for automating geospatial workflows and relational queries.
- Assisting the GIS Coordinator with diagnosing technical problems and identifying solutions.
- Deploys, manages, and updates maps and applications for Monroe County Government.
- Creating, editing, updating, and maintaining geospatial data layers and associated geospatial databases within Monroe County's geospatial database.
- Creating, editing, updating, and maintaining geospatial data layers within Monroe County's online GIS environment, such as web maps, dashboards, and field collection databases.
- Assists County GIS users as needed, including assessing user needs and developing application.
- Assists the GIS Coordinator with requests from the public and other government agencies regarding GIS data and associated databases, such as the annual Indiana geospatial data harvest.

**Forward entire Request Form with all supporting documents to:** [councilrequests@co.monroe.in.us](mailto:councilrequests@co.monroe.in.us)

**Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.**



Date 03/30/2023

# Employee Job Questionnaire

## COUNTY OF MONROE, INDIANA

The County of MONROE, Indiana has retained Waggoner, Irwin, Scheele & Associates to update the County's job descriptions, which includes an updated description of your position. The information you supply on this questionnaire will be used to draft that description.

Position Title: GIS Technician

Department: GIS Division/Surveyor's Office

Employee Name: N/A

FLSA Status: ☐ Exempt ☒ Non-exempt

### • Purpose •

This questionnaire is intended to secure accurate information regarding essential elements of your position, including

- the duties you currently perform
- the requirements (skills, education, etc.) of your position
- the nature of your responsibilities
- the nature of supervision over your work
- the nature of your communication with others

This questionnaire is not

- an efficiency analysis
- a department reorganization study
- a measure of how well you perform your duties

### • Instructions •

1. Please read the entire questionnaire carefully before answering any questions to avoid duplicating your responses. If you need more space on any question, please attach additional pages.
2. Take time to answer each question carefully and completely. It is essential that your responses be clear, concise, and thorough to ensure that the job description prepared for your position will accurately describe your duties and responsibilities.
3. Please include an explanation of abbreviations, technical language, or specialized references you use on this questionnaire to ensure our understanding of them.
4. Please feel free to use any existing job description for reference purposes or completing the duties section. Please attach any referenced job description and respond to questions in the remaining sections of the questionnaire.

**DO NOT DETACH THIS INSTRUCTION SHEET**

## Helpful Hints for Completing the Job Questionnaire

Please be aware that this project does NOT involve performance evaluations of individuals. We aren't collecting information about how you perform, only what you perform. This questionnaire is designed to help you identify and describe important aspects of your job.

If you do not understand something or have a question, write a note directly on the questionnaire and a *Waggoner, Irwin, Scheele & Associates, Inc.* staff member will discuss it with you.

Keep in mind that a job description provides a "snap shot" of the basic functions of a position – it is not a procedural manual with excess detail of every step in a process. In other words, a job description should provide just enough information that the reader understands the essential functions and the skills necessary to perform the job.

It may help to imagine you have been promoted, and this questionnaire will be used to train the new employee in this position. Begin with the tasks on which you spend most of your time, or that are of greatest importance, then work your way through your basic duties until you describe periodic tasks. Following are some hints for writing clear duty statements:

- You may use abbreviations or acronyms, but please write the full term at the top of the page, or the first time you use them; for example, "*Maintains statistics on computer for Indiana Department of Environmental Management (IDEM).*"
- Also, **explain any terminology that may be unique to your department**, such as report names and form numbers. For example, "*Complete XQ325 forms*" may be something you do every day, but it is very likely that no one outside your department would have any idea what is involved. It would be better to say, "*Complete payment assistance application forms.*"
- Are **machines, equipment, or special tools** involved in accomplishing tasks? For example, "*Post payments*" could involve a computer or writing in manual ledgers, and "*Update maps*" could be done with drafting tools or a computer.

Throughout the remainder of the questionnaire, read and follow directions carefully. Use **specific examples** to illustrate your answers whenever possible, and remember to note any questions you have.

*Thank you for your valuable time!*



## Section I

### Essential Functions of Position

1. Please summarize, in one sentence, the primary purpose of your position as you understand it.

Assist the GIS Coordinator with technical, analytical, & cartographic support, as well as handling geospatial data requests from the public.

2. Describe in detail the primary duties and functions of your position. Those duties which you perform daily or that require a substantial portion of your time should be listed first, with the duties that are performed less frequently or that require lesser portion of your time listed last. Please attach a copy of existing job description, if applicable.

If Duties Section of your existing job description is accurate please note “see existing description” and/or add any additional duties NOT listed on your existing job description.

Below is a scale that rates how essential a job duty/function is to your position and how frequent that duty/function is performed. Once you have described the primary duties and functions of your position, please indicate the essentiality and frequency. For example,

	Essentiality	Frequency
<i>Supervise subordinate personnel</i>	<u><b>B</b></u>	<u><b>G</b></u>

#### ESSENTIALITY

A= Marginal function of the job  
B= Essential function of the job

#### FREQUENCY

C= Perform annually at a minimum  
D= Perform quarterly at a minimum  
E= Perform monthly at a minimum  
F= Perform weekly at a minimum  
G= Perform on regular (daily) basis

#### List Primary Duties:

Essen Freq

1. Assist the GIS Coordinator in maintaining Monroe County's GIS databases, coverages, and linkages to various databases.

B	G
---	---

2. Creating, editing, updating, and maintaining geospatial data layers and associated geospatial databases within Monroe County's SDE.

B	G
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3. Creating, editing, updating, and maintaining geospatial data layers and associated geospatial databases within Monroe County's online GIS environment. B G
4. Deploys, manages, and updates maps and applications for Monroe County Government Departments. B G
5. Assists the GIS Coordinator with deploying GIS software updates. B D
6. Develops and maintains scripts as needed for automating geospatial work flows and relational queries. B E
7. Assist the GIS Coordinator with resolving technical problems and determining potential solutions. B F
8. Assist the GIS Coordinator with the annual statewide data harvest. B D
9. Receives and responds to questions from the public and other government agencies regarding GIS data and associated databases. B F



10. Assists County GIS users as needed, including assessing user needs and developing applications, analyzing feature data and attributes for County departments, and diagnosing and fixing software problems. ☐ B ☐ E
11. Maintains current knowledge of GIS by reading publications and attending seminars, conferences, and/or meetings. ☐ B ☐ D
12. Ability to record geospatial with either GPS or Remote Sensing technology. ☐ A ☐ D
13. Performs related duties as assigned. ☐ B ☐ E
14. Helps cross-train County GIS users as needed. ☐ B ☐ F

## Section II

### **Job Requirements/Training/Certification**

**1. Check level of formal education that is required for your position. When specifying college degrees, please identify acceptable fields of study.**

☐ High school diploma/GED   ☐ Associate Degree   ☒ Baccalaureate Degree   ☐ Masters Degree

☐ Other (Please describe):

Acceptable fields of study:

**2. Specialized training, certification, and/or specific experience required for your position (such as Certified Public Accountant).**

3. Describe the required knowledge, skills, and abilities necessary to perform your duties effectively (such as budgeting, grant writing, public speaking).

Knowledge of ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise Portal, ArcGIS web apps and dashboards. Knowledge of SQL databases and relationships. Python and/or R analytics.

4. Briefly list those information sources that you use regularly in the performance of your duties (e.g. professional journals, reference works, textbooks, legal codes, technical manuals).

ArcUser Magazine, GIS Stack Exchange, r/gis, ESRI Academy, Indiana Geographic Information Council support groups.

5. Does your position require that you have a valid driver's license? ☐ Yes ☒ No If yes, for which duties?

6. Does your position require you to be at least 21 years of age? ☐ Yes ☒ No

7. Does your position require passage of a:

Medical exam? ☐ Yes ☒ No

Drug test? ☒ Yes ☐ No

Psychological exam? ☐ Yes ☒ No

Written exam? ☐ Yes ☒ No

Other tests:

8. Check and list equipment you operate as a regular part of performing your duties:

☒ Computer ☐ Typewriter ☐ Calculator ☐ Transcriber/dictaphone ☐ Vehicle

☐ Other (Please describe)

9. Your fundamental job duties may involve some relationship between you and data (i.e. information, facts, figures, measurements, statistics, notes, reports). Check the following statements that most accurately describe your involvement with data.

☒ Compare or observe similarities and differences between data, people, or things.

☒ Compute, perform arithmetic operations, such as measuring, figuring, tabulating test/survey results, developing operating budget, determining charges.

☒ Compile, collate, or classify data.

☒ Analyze, evaluate, observe, diagnose, investigate.

☒ Coordinate, place, make determinations, take action based on data analysis.

☒ Fabricate data to discover facts or develop concepts or interpretations.



**10. Your fundamental job duties may involve the ability to deal with spoken and written materials, from simple instructions to complex sources of information or ideas. Check the following statements that most accurately apply to your job responsibilities.**

- ☒ Understand and follow oral or written instructions; write notes; request information or supplies in writing or orally (example: copy a list of names and addresses; discuss work instructions with supervisor, enter data on computer from a report).
- ☒ File, post, mail materials; copy data from one document to another; interview to obtain information (example: keep record of purchase orders; discuss list of products with customers, take phone messages/customer complaints).
- ☒ Read work rules; use standard English grammar, spelling, pronunciation; speak clearly, with poise (example: read copy to type letters, prepare written reports, greet customers and answer their questions).
- ☒ Write/edit reports/news releases/contracts/leases; prepare/give presentations; interview/counsel/advise people (example: prepare and evaluate technical data; write proposals; counsel clients, negotiate contracts, edit newsletter).

### Section III

#### Difficulty of Work/Responsibility

**1. Which of the following phrases best describes the type of supervision you receive?**

- ☒ **Immediate supervision.** Assignments performed according to specific detailed instructions for easily learned, non-specialized or repetitive duties. No flexibility in the job.
- ☐ **Assignments and objectives set jointly by immediate supervisor and myself.** Follow standard operating procedures or policy and procedural manuals. Must have supervisor's permission to deviate from standard operating procedures. Some flexibility in the job.
- ☐ **Indirect or occasional supervision.** Assignments guided by definite objectives using a variety of methods or procedures. Plan and arrange own work and only refer to supervisor for unusual matters, such as policy interpretations. Moderate flexibility in the job.
- ☐ **General supervision.** Assignments guided by broad policies and/or general objectives. Establish procedures and performance standards and interpret policies. Refer to supervisor when interpretations of departmental policies, programs, expenditures, are thought necessary. Have a high degree of flexibility in the job.
- ☐ **Administrative or advisory direction from a board or CEO.** Develop own objectives for area(s) of responsibility. Establish major administrative unit/departmental policies, procedures, and performance standards. Accountable for department/unit results. Almost total autonomy in the job.

**2. Which of the following phrases best describes the criteria for which your work is reviewed?**

**Work is reviewed primarily for...**

- |  |  |
|--|--|
| <input type="checkbox"/> Attainment of objectives      | <input type="checkbox"/> Appropriate supervision or direction of assigned operations |
| <input type="checkbox"/> Compliance with precedent     | <input checked="" type="checkbox"/> Adherence to instructions/guidelines             |
| <input checked="" type="checkbox"/> Technical accuracy | <input type="checkbox"/> Compliance with legal requirements                          |
| <input type="checkbox"/> Soundness of judgment         | <input type="checkbox"/> Compliance with Department policy                           |
|  | <input type="checkbox"/> Effect on Department goals/objectives                       |
|  | <input type="checkbox"/> Other (please describe):                                    |

*If you checked more than two, please provide explanation:*

3. Check one of the following statements that most accurately describes the judgment you use in performing fundamental job duties.

- ☐ Decisions are always determined by specific instructions or existing, well established policies and procedures.
- ☒ On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from my supervisor.
- ☐ Periodically, decisions are made in the absence of specific policies, and/or guidance from my supervisor.
- ☐ Frequently, decisions are made which are restricted only by organization-wide policies. Little direct guidance from supervisor.
- ☐ Decisions are restricted by only the broadest policy and/or guidance from supervisor.
- ☐ Regularly make decisions in absence of policy; subject only to guidance from board/CEO.

4. Which of your duties requires the most judgment and adaptation of your position's guidelines? *Please explain and provide examples.*

Scripting, web app creation, and cartography are all subjective tasks.

5. What programs, persons and/or functions are directly affected by the decisions you make?

The GIS Coordinator and Surveyor's Office, along with whichever Department the task is for and all County GIS users.

6. Give an example of the highest level decision you can make and what person or body (e.g., Board of Directors, Vice President) can overrule your decision.

Database modification - GIS Coordinator.

## Section IV

### Personal Work Relationship/Supervisory

1. What is the name and position title of your immediate supervisor?

Supervisor: John Baeten Title: GIS Coordinator

2. Complete A) and B) only if you supervise or direct the work of others:

A) List names and position titles of employees you supervise or direct as a regular part of your duties.

GIS Technician will help oversee the work of interns, and will help direct County employees with GIS tasks and spatial data management.



**B) Check which statements most accurately describe your managerial/supervisory responsibilities.**

- ☐ Analyze periodically the workload and the human resource needs of my organizational unit. Recommend increases and decreases in staff.
- ☐ Review position documentation for newly created or significantly revised positions. Obtain approval of supervisor.
- ☐ Interview candidates for openings and make hiring recommendations.
- ☐ Make hiring decisions.
- ☐ Orient new subordinates in the department regarding department policies/procedures and what is expected of them in the way of performance results.
- ☒ Plan, delegate and control work assignments and special projects to assigned staff.
- ☒ Establish specific work goals or quantitative and qualitative standards to be achieved by assigned staff.
- ☐ Train/develop/motivate assigned staff to improve performance and prepare for higher-level positions.
- ☐ Determine significant changes in responsibilities and major tasks of assigned staff by reviewing their position responsibilities on a regular basis.
- ☐ Evaluate the performance results of assigned staff. Discuss present and past performance with each person. Keep supervisor informed of performance discussion results.
- ☐ Review salaries of assigned staff and recommend changes when warranted.
- ☐ Recommend personnel actions, such as promotions, transfers, demotions.
- ☒ Keep supervisor and assigned staff informed of organization developments they need to know to carry out their position responsibilities.
- ☐ Maintain discipline and recommend corrective action as warranted.
- ☐ Communicate and administer personnel programs and procedures for my area in accordance with approved policies.

**3. List other departments, agencies, organizations, and others with whom you regularly communicate.**

Auditor's Office, Assessor's Office, Elections, Health Department, Highway Department, Parks Department, Planning Department, Recorder's Office, Sheriff's Office, Stormwater Department, Surveyor's Office; Indiana's Geographic Information Office.

**4. Check which statements most accurately describe your contact with employees, customers, governmental officials, or the general public.**

- ☒ **Cooperative Work Relationship:** Give and receive information; Give factual information, test results, etc.; make referrals to other organizations.
- ☐ **Render Service:** Explain and interpret policies and procedures. Execute policies; maintain coordination of department/division operations.
- ☒ **Instruct:** Teach or present subject matter to others through explanation, demonstration and supervised practice.
- ☒ **Negotiate:** Exchange ideas, information and opinion with others to form policies, products, programs, and/or arrive jointly at decisions or solutions to problems.

- ☐ **Mentor:** Deal with individuals in terms of their total personality in order to advise, counsel and/or guide them with regard to problems that may be solved by legal, scientific, engineering, clinical, spiritual, or other professional principles.

## Section V

### Physical Effort/Work Environment

1. Which of the following best describes your primary working environment?

- ☐ Laboratory      ☒ Standard office      ☐ Storeroom      ☐ Vehicle      ☐ Outdoors  
☐ Garage/shop      ☐ Manufacturing setting      ☐ Other (please describe):

*If you checked more than one, please provide additional explanation.*

2. Which of the following best describes your primary working conditions?

#### ESSENTIALITY

N/A= Not Applicable to job

A= Marginal requirement of job

B= Essential requirement of job

#### Essentiality

- work alone with minimum supervision  
 work under time pressure  
 work on several tasks at the same time  
 read/carry out simple written instructions  
 apply knowledge of people, locations  
 plan and layout assigned work projects  
 compute/calculate, such as interest  
 count, make simple arithmetic additions/subtractions  
 read/interpret detailed prints, sketches, layouts, specifications, maps  
 prepare detailed reports, such as financial statements, sales activity, product feasibility  
 plan and present public speaking presentations, fund raisers, special events  
 sitting & walking at will  
 standing/walking for long periods

#### Essentiality

- work with others in a team environment  
 work rapidly for long periods  
 understand and carry out oral instructions  
 memorize and retain instructions  
 present findings in oral or written form  
 testify in legal proceedings/court  
 sitting for long periods  
 walking on uneven terrain



<input type="checkbox"/> A	work in extreme hot or cold temperatures	<input type="checkbox"/> N/A	work in wet/icy surroundings		
<input type="checkbox"/> N/A	respond to emergencies from off-duty status	<input type="checkbox"/> N/A	work with or near chemicals (please list)		
<input type="checkbox"/> N/A	work near fumes, odors, dust, dirt (please describe)				
<input type="checkbox"/> N/A	work in a noisy environment (describe noise source)				
<input type="checkbox"/> N/A	work in confined areas (please describe)				
<input type="checkbox"/> N/A	wear protective clothing or equipment (please describe)				
<input type="checkbox"/> N/A	work in high places, such as ladders, roofs, bucket truck (please describe)				
<input type="checkbox"/> N/A	work with or exposed to violent/irate individuals (please describe)				
<input type="checkbox"/> N/A	respond to situations involving potential physical harm to self and others (please describe)				
<input type="checkbox"/> A	lifting under 25 pounds	<input type="checkbox"/> A	lifting 25 to 50 pounds	<input type="checkbox"/> N/A	lifting over 50 pounds
<input type="checkbox"/> A	pushing/pulling objects	<input type="checkbox"/> A	carrying objects	<input type="checkbox"/> A	crouching/kneeling
<input type="checkbox"/> A	bending at waist	<input type="checkbox"/> A	reaching	<input type="checkbox"/> A	driving
<input type="checkbox"/> A	close vision	<input type="checkbox"/> A	far vision	<input type="checkbox"/> A	color perception
<input type="checkbox"/> A	depth perception	<input type="checkbox"/> B	speaking clearly	<input type="checkbox"/> B	hearing sounds/communication
<input type="checkbox"/> A	handling/grasping objects	<input type="checkbox"/> A	fingering objects (picking, pinching)		

**3. List the three most physically demanding activities you regularly perform in your job.**

Sitting
Typing - Data Entry
Climbing stairs

**4. List the three most emotionally demanding activities you regularly perform in your job.**

Communicating with the Public/Data Requests
Working with County Departments/Meeting Deadlines
Technical problem solving

**5. What is your normal work schedule (example, 8 a.m. 4 p.m. M-F)?**

8 a.m. - 5 p.m., M-F
----------------------

<b>6. Are you required to:</b>	<u>Never</u>	<u>Regularly</u>	<u>Occasionally</u>
a. work extended hours	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
b. work weekends	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

	<u>Never</u>	<u>Regularly</u>	<u>Occasionally</u>
c. work evenings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
d. travel out of town, but not overnight	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
For what purpose?			
<div>Conferences/Meetings</div>			
c. travel out of town overnight	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
For what purpose?			
<div>Conferences/Meetings</div>			
f. respond to emergencies on 24-hr basis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. on call on rotation basis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Provide any other examples/information which would be helpful in understanding the physical and mental requirements of your job.

Occasionally will accompany County field workers for onsite data collection.

8. Is your position politically appointed by a recognized Department Head or Elected Official according to IC 36-2-16-4? Yes ☐ No ☒

## Section VI

### Certifications

**Employee:** I certify that the above statements are an accurate and fair description of my position.

Name (print or type)  Hire date

Title  Department

Signature  Date

**Supervisor:** I have reviewed the contents of this questionnaire and find the responses to be accurate. Any additions or modifications I made have been initialed by me and have been discussed with the employee.

Is the position described above, politically appointed by a recognized Department Head or Elected Official according to IC 36-2-16-4? Yes ☐ No ☐

Signature 

Trohn Enright-Randolph

 Date 

03/30/2023

Please refer any major concerns or questions regarding this questionnaire to

**Waggoner, Irwin, Scheele & Associates, Inc.**  
**118 South Franklin Street**  
**Muncie, IN 47305**  
**Phone: (765) 286-5195**  
**Fax: (765) 286-2824**



# JOB CLASSIFICATION REVIEW FORM

**DRAFT**

## 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 Administration Committee in reviewing requests for classification of jobs.

**Review the "Job Classification and Compensation Maintenance Plan" prior to completing this form to ensure the proper procedures have been taken regarding adding or reviewing a position.**

• *Attach additional pages as needed; return completed form to the COUNCIL ADMINISTRATOR*

Job title GIS Technician Fund-Account-Location 1138-10023-0000

Department GIS Division/Surveyor's Office Date \_\_\_\_\_

☒ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt

Current Classification PAT A Requested Classification \_\_\_\_\_

Current pay \$ 25.15 per hour Proposed pay \$ \_\_\_\_\_ per \_\_\_\_\_

Employee(s) in this position: *(attach supplemental sheet if necessary)*

N/A

### 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.

The creation of this position is necessary as Monroe County's GIS is expanding with new Departments and Offices integrating GIS into their workflows, and thus creating additional work for

the GIS Coordinator. This expansion has created a need for additional GIS assistance within the GIS Division, specifically as it relates to technical tasks, such as the writing

of scripts, creation of maps, responding to public data requests, assisting County Offices with data management, and the creation and maintenance of mapping projects.

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:

N/A

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 with **Bold Red** for additions and ~~Strikethrough~~ for deletions.*

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 no longer accurate:

N/A

<b>Questions 4 through 8 to be completed by Elected Official/Department Head</b>
--

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 classifications:

Job title	<u>GIS Coordinator</u>	*Classification	<u>PAT D</u>
Job title	<u>County Surveyor</u>	*Classification	<u>Elected</u>
Job title	<u></u>	*Classification	<u></u>

*\* 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 statute citation and/or case:

6. Is this request based on increased volume of work? ☒ yes ☐ no If yes, please explain:

The increased volume of work is due to the County's expanding GIS program, including an increase in Departments and Offices utilizing GIS, the advent of online GIS interfaces, and the integration of new GIS-based work flows,

and a growing amount of public data requests. These factors will place an increased workload on the GIS Coordinator, thus the necessity for the creation of a GIS Technician position to assist with these needs.

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:

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

The County's GIS program is maturing and an expanded GIS Division is necessary for this transition to be successful. The GIS Technician will assist the GIS Coordinator with this transition & provide needed technical support.

As new County Departments and Offices integrate GIS into their work flows, additional GIS support will ensure that these processes and projects come to fruition in a timely and accurate manner.

### 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.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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 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 Administration Committee, and consultants of the Council.

**Trohn Enright-Randolph**

**03/30/2023**

\_\_\_\_\_  
Signature of Elected Official/Department Head

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Name typed or printed



## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

**DRAFT**

**POSITION:** GIS Technician  
**DEPARTMENT:** Surveyor  
**WORK SCHEDULE:** 8 a.m. - 5 p.m. M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** January March 2023

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

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

Incumbent serves as the GIS Technician for the Surveyor's Office, responsible for assisting the GIS Coordinator with technical, analytical, and cartographic support as part of the Monroe County Geographic Information Systems (GIS) Division.

### **DUTIES:**

Assist the GIS Coordinator in maintaining Monroe County's GIS databases, coverages, and linkages to various databases.

Creating, editing, updating, and maintaining geospatial data layers and associated geospatial databases within Monroe County's Spatial Database Engine (SDE).

Creating, editing, updating, and maintaining geospatial data layers and associated applications within Monroe County's online GIS Environment.

Deploys, manages, and updates maps and applications for Monroe County Government Departments.

Assists the GIS Coordinator with deploying GIS software updates.

Develops and maintains scripts as needed for automating geospatial work flows and relational database queries.

Assist the GIS Coordinator with resolving technical problems and determining potential solutions.

Assist the GIS Coordinator with the annual statewide geospatial data harvest.

Receives and responds to questions from the public and other government agencies regarding GIS data and associated databases.

Assists County GIS users as needed, including assessing user needs and developing applications, analyzing feature data and attributes for County departments and offices, and diagnosing and fixing software problems.



Maintains current knowledge of GIS by reading publications and attending seminars, conferences, and/or meetings.

Ability to record geospatial data with either Geographical Positioning System (GPS) or Remote Sensing (RS) technology.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Bachelor's degree in geography or related field, or equivalent combination of education and previous work experience. Possession of or ability to obtain and retain possession of certification as a GIS professional preferred.

At least 2 years experience using ESRI's GIS suite of software, including ArcGIS Pro, ArcGIS Online, and Enterprise Portal.

Thorough knowledge of GIS related software and hardware, and GPS, and ability to apply such knowledge to a variety of interrelated tasks.

Through knowledge of SQL databases, python scripting, and/or R analytics.

Working knowledge of county land areas, with ability to accurately read, interpret, and use land documents.

Working knowledge of standard English grammar, spelling, and punctuation and ability to operate standard office equipment, such as computer, keyboard, calculator, fax machine, copier, large scale plotter, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, GIS users, elected officials, vendors, 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 occasionally work extended and evening hours as needed and travel out of town, sometimes overnight.

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

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope, with many variables and considerations. Incumbent performs according to broad policies and professional standards, exercising independent judgment in coordination development and maintenance of GIS applications throughout the organization.

## **III. RESPONSIBILITY:**

Incumbent has a substantial impact on overall County GIS operations and discusses unusual situations with County departments as needed. Incumbent receives general supervision, with work periodically reviewed for technical accuracy and effect on department goals and objectives. Incumbent periodically making decisions in the absence of established policy.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, GIS users, elected officials, vendors, and the public for a variety of purposes including exchanging information and ideas, explaining/interpreting policies and procedures, and presenting subject matter through explanation.

Incumbent reports directly to the Surveyor.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing over 25 pounds, close and far vision, color perception, speaking clearly, hearing sounds/communication, handling/grasping objects, and bending at the waist.

Incumbent occasionally works extended and evening hours and travels out of town, sometimes overnight.

## APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of GIS Coordinator for the Monroe County Surveyor's Office 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

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Type or Print name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

---

Date

Type or Print name

**JOB CLASSIFICATION REVIEW FORM****DRAFT****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 Administration Committee in reviewing requests for classification of jobs.

**Review the "Job Classification and Compensation Maintenance Plan" prior to completing this form to ensure the proper procedures have been taken regarding adding or reviewing a position.**

- **Attach additional pages as needed; return completed form to the COUNCIL ADMINISTRATOR**

Job title GIS Coordinator Fund-Account-Location 1138-10023-0000  
Department GIS Division/Surveyor's Office Date 03/29/2023

☒ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt

Current Classification PAT D Requested Classification EXE A (Mid-Point)  
Current pay \$ 31.33 per hour Proposed pay \$ 35.88 per hour

Employee(s) in this position: *(attach supplemental sheet if necessary)*

John Baeten

**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.

The review is necessary as the GIS Coordinator will now be in a supervisory position overseeing the newly created GIS Technician position within

the GIS Division, in addition to hourly interns. Monroe County's GIS system is also expanding as new Departments and Offices are integrating GIS into their workflows. Thus, the GIS Coordinator's

role has changed to include assisting additional departments, managing new projects, reviewing contracts, and providing educational support to County Departments.

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:

N/A

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 with **Bold Red** for additions and ~~Strikethrough~~ for deletions.*

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 no longer accurate:

<b>Questions 4 through 8 to be completed by Elected Official/Department Head</b>
--

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 classifications:

Job title \_\_\_\_\_ \*Classification \_\_\_\_\_

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 statute citation and/or case:

6. Is this request based on increased volume of work? ☒ yes ☐ no If yes, please explain:

The increased volume of work is due to supervising the newly created GIS Technician position and the County's expanding GIS program, including an increase in GIS users and the advent of online GIS interfaces. These

factors coupled with the ongoing supervision of interns, educating County personnel about GIS software, and a growing amount of public data requests will increase the administrative, educational, and supervisory roles of the GIS Coordinator.



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:

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

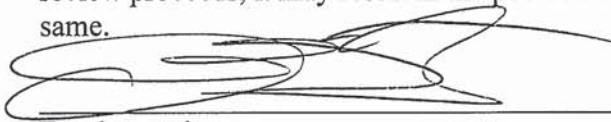
The County's GIS program is maturing and an expanded GIS Division is necessary for this transition to be successful. The GIS Coordinator oversees the day-to-day functions of the GIS Division & is responsible

for its successful operation, maintenance, and ongoing management. Furthermore, the GIS Coordinator serves as a conduit that connects Departments across the County and facilitates the successful deployment and completion of projects.

### 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.



Employee signature

03/29/2023

Date

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 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 Administration Committee, and consultants of the Council.



Signature of Elected Official/Department Head

03/30/2023

Date

Trohn Enright-Radnolp

Name typed or printed

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

**DRAFT**

**POSITION:** GIS Coordinator  
**DEPARTMENT:** Surveyor WORK  
**SCHEDULE:** As Assigned  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** January 2007  
**DATE REVISED:** February 2021

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

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

Incumbent serves as GIS Coordinator for the Surveyor's Office, responsible for managing, maintaining, and coordinating County activities relating to geographic information systems (GIS).

### **DUTIES:**

~~Operates~~ **Administers** Monroe County's geospatial data layers for GIS, including creating and maintaining GIS feature data and associated databases, developing procedures and processes for maintaining GIS data, and planning and assisting in implementation of GIS software updates and strategic development **across Monroe County**.

**Supervises the GIS Technician and GIS Interns, including assisting with interviews, making hiring recommendations, planning and delegating work assignments, providing guidance for GIS workflows, verifying accuracy of work and technical acumen, and providing corrective instruction as needed.**

Ensures that street names and addresses conform to regulations and standards. Reviews and verifies data provided by consultants or department personnel.

Assists Address Committee in revising incorrect street names, address ranges, addresses, and addressing, **and monthly submission of Master Address Table to OpenGov.**

Receives and responds to questions from the public and other government agencies regarding GIS feature data and associated databases.

Assists County GIS users as needed, including assessing user needs and developing applications, analyzing feature data and attributes for County departments, and diagnosing and fixing software problems.

Processes geographic information queries and outputs, such as plotting of maps, for County users and the public.

Supervises and directs vendors working on GIS related projects.

Maintains current knowledge of GIS by reading related publications and attending seminars, conferences, and/or meetings.

Performs related duties as assigned.

**Manages organizational licensing and access across departments for both desktop GIS software as well as online applications.**

**Deploys and maintains web applications, including public-facing dashboards, web sites, and maps.**

**Provides GIS trainings and educational resources for County staff, and serves as a conduit between Departments working on various aspects of projects.**

**Assists the Auditor's Office with the deployment and maintenance of County-wide parcel fabric.**

**Reviews fiduciary and technical aspects of County contracts for accuracy and need.**

**Works with Technical Services Department to review County GIS contracts and licensing.**

**Oversees the standardization and submission of the geospatial data for the annual statewide data harvest.**

## **I. JOB REQUIREMENTS:**

Baccalaureate degree in geography or related field, or equivalent combination of education and previous work experience. Possession of or ability to obtain and retain possession of certification as a GIS professional preferred.

Thorough knowledge of GIS related software and hardware, including computer aided mass appraisal (CAMA) and global positioning system (GPS), and ability to apply such knowledge to a variety of interrelated tasks.

Working knowledge of county land areas and applicable state and local codes and terminology, with ability to accurately read, interpret, and use land documents.

Ability to make arithmetic calculations, make GIS related cost estimates, and assist in developing and administering annual budgets, including ability to prepare related reports.

Working knowledge of standard English grammar, spelling, and punctuation and ability to operate standard office equipment, such as computer, keyboard, calculator, fax machine, copier, large scale plotter, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments,



GIS users, elected officials, vendors, 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 occasionally work extended and evening hours as needed and travel out of town, sometimes overnight.

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

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope, with many variables and considerations. Incumbent performs according to broad policies and professional standards, exercising independent judgment in coordination development and maintenance of GIS applications throughout the organization.

## **III. RESPONSIBILITY:**

Incumbent has a substantial impact on overall County GIS operations and discusses unusual situations with County departments as needed. Incumbent receives general supervision, with work periodically reviewed for technical accuracy and effect on department goals and objectives. Incumbent periodically making decisions in the absence of established policy.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, GIS users, elected officials, vendors, and the public for a variety of purposes including exchanging information and ideas, explaining/interpreting policies and procedures, and presenting subject matter through explanation.

Incumbent reports directly to the Surveyor.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing over 25 pounds, close and far vision, color perception, speaking clearly, hearing sounds/communication, handling/grasping objects, and bending at the waist.

Incumbent occasionally works extended and evening hours and travels out of town, sometimes overnight.

### APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of GIS Coordinator for the Monroe County Surveyor's Office 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

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Applicant/Employee signature

---

Date

Type or Print name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

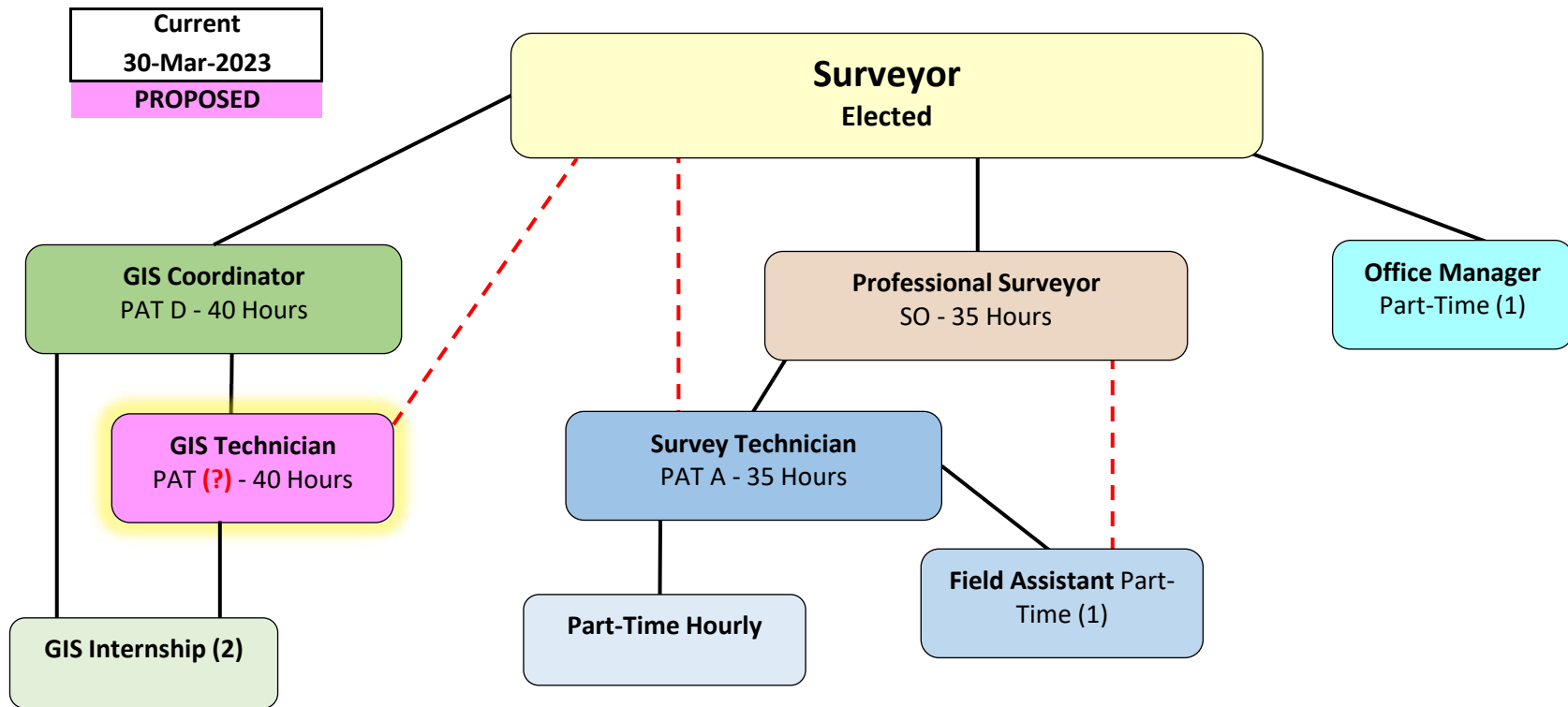
Department Head/Supervisor signature

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Date

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Type or Print name





# 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 Administration Committee in reviewing requests for classification of jobs.

**Review the "Job Classification and Compensation Maintenance Plan" prior to completing this form to ensure the proper procedures have been taken regarding adding or reviewing a position.**

- Attach additional pages as needed; return completed form to the **COUNCIL ADMINISTRATOR**

Job title Personnel Administrator Fund-Account-Location 1000-15116-0309  
Department Employee Services Date 03/30/2023

☒ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt

Current Classification PAT C Requested Classification PAT D (EXE A if SHRM-CP certif.)  
Current pay \$ 27.84 per hour Proposed pay \$ 31.33 per hour

Employee(s) in this position: (attach supplemental sheet if necessary)

Elizabeth Sensenstien

### 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 department had been unstable for a number of years, however we have benefited from stability over the past 3 almost 4 years.

With that stability, we have had the ability to assess what works, what doesn't work, and how things should or are actually working. The proposed

changed job description reflects the true practices of the position, the collaboration that occurs, and the independent decision making that occurs.

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:

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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 with **Bold Red** for additions and ~~Strikethrough~~ for deletions.*

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 no longer accurate:

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<b>Questions 4 through 8 to be completed by Elected Official/Department Head</b>
--

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 classifications:

Job title \_\_\_\_\_ \*Classification \_\_\_\_\_

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 statute citation and/or case:

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6. Is this request based on increased volume of work? ☒yes ☒no If yes, please explain:

I don't believe anyone's workload is decreasing.. but the demands that are placed on this position continue to increase

as departments find consistency, accuracy, collaboration, and trust in the office, greater need is placed on the office. That and the addition of supervisory roles.

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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:

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

A job description that accurately reflects the responsibilities, obligations, and difficulties of a position empowers the current employee, makes hiring new

employees easier as the expectations and duties are aligned. Additionally, an accurate job description allows for an accurate salary classification.

### 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.

Employee signature 

03/30/2023

Date

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 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 Administration Committee, and consultants of the Council.

  
Signature of Elected Official/Department Head

3-31-23

Date

  
Name typed or printed



**POSITION DESCRIPTION COUNTY OF  
MONROE, INDIANA**

**POSITION:** Personnel Administrator  
**DEPARTMENT:** Employee Services  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological) €

**REQUEST PAT (D)**

**IF SHRM-CP or SHRM-SCP - Request EXE A**

**DATE WRITTEN:** November 2014  
**DATE REVISED:** May 2016, February 2021

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

**March 29, 2023**

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

Incumbent serves as Personnel Administrator for Monroe County Government, responsible for administering compensation and benefit programs, ensuring compliance with a variety of employment laws and regulations, and serves as liaison to department heads and employees regarding questions and concerns about Monroe County policies, procedures, benefit plans, and benefit leave options.

**DUTIES:**

Leads county human resource operations.

Serves as liaison and first contact for MCG current and future Health Insurance Brokers, MCG Health Clinic Company administration, and the Financial/Personnel Software provider specific to personnel and payroll, as well as the time and attendance vendor selected by the County.

Responsible for interviewing, making hiring recommendation, and supervising the Payroll Administrator and other positions that may exist within the Employee Services Department. Proposes policies and procedures specific to Monroe County Personnel Policies and implements policies as directed.

Works closely with and provides interpretations of the Monroe County Personnel Policy to all departments of Monroe County Government. Advises Elected Officials and Department Heads on matters of personnel policies, recommending specific courses of action as appropriate.

Provides training opportunities for employees, department heads and elected officials specific to workplace harassment, Diversity, Equity, and Inclusion and other programs as deemed necessary.

Administers Monroe County health insurance programs, including preparing and distributing documents explaining coverage and procedures, enrolling and terminating personnel, responding to inquiries, communicating with insurance representatives to resolve problems, and monitoring claim investigations.

Oversees compliance with state and federal employee/employer reports and regulations, including but not limited to Equal Opportunity (EEC), Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Department of Labor (DOL), and Occupational Health and Safety Administration (OSHA). **Notifies the Board of Commissioners Administrator, the County Council Administrator and County legal of unresolved violations of Federal regulations.**

Assists departments in the selection process for hiring new Monroe County personnel as needed, including screening applicants, administering exams, interviewing applicants, and making hiring recommendations. Ensures all new employees complete Monroe County employment forms including I-9 verification. Maintains employee files.

Assists with the oversight of the Monroe County Employee Health ~~clinic provided by Activate Healthcare~~. Orders vaccinations and processes claims for pharmaceuticals. Ensures all Monroe County policies and procedures are followed specific to the use of the clinic, including workers' compensation, incentive program, and employee eligibility.

Prepares and gives presentations for Monroe County Government employees, including New Employee Orientation and Open Enrollment presentations.

Administers workers' compensation program, including processing claims, responding to inquiries, and resolving related problems.

Administers other benefit programs such as Employee Assistance Program, Monroe County Training programs, and COBRA. Counsels and advises employees on the use of federal and state programs, including worker's compensation, FMLA, and other local benefit policies available to certain eligible employees.

Maintains current knowledge of laws and remains current in changing legal landscape regarding employment law via email, publications, and periodic attendance of training seminars and conferences. In conjunction with the Legal Department, advises employees on disciplinary action, resolving complaints, risk management, and terminations. Assists with terminations as needed. Conducts exit interviews as requested and processes termination paperwork.

Responds to employment verification request and unemployment claims through the Department of Workforce Development.

Advises department heads and employees of the benefit programs. Works with health benefits broker to review plans, make recommendations for improvement, and present to Monroe County Commissioners.

Assists with organization and leadership of the Personnel Policy Committee (PPC). Collates and organizes department complaints and concerns to be addressed by changes to the PPC. Serves as meeting chair in order to bring items of concern to the committee as a whole to discuss and address. Recommends changes to personnel policy handbook (PPH). Creates agenda, keeps minutes, directs meeting discussions, and brings recommendations to the Commissioners' Administrator for consideration and approval by the Board of Commissioners. Responsible for the creation/updating of the Personnel Policy Handbook and communicating changes regarding policies and procedures to department heads and employees.

Works closely with and assists Council Administrator with conducting annual reviews of job descriptions to ensure accuracy and maintains signed copies of all employee's official job descriptions within their respective personnel file.

Performs various financial duties, including developing the budget for the Personnel Department, processing claims, reconciling insurance carrier bills, and collecting clinic payments from Retirees.

Works closely with the Board of Commissioners' Administrator and County legal making policy recommendations, employee discipline recommendations, resolving violations of the Monroe County Personnel Policy, and issues concerning elected officials and their staff.

Reviews all Knowledge, Skills, and Abilities (KSA) Hiring requests and submits recommendations to the Council Administrator.

**Serves as sole back-up to Payroll Administrator.**

Attends County Council and County Commissioner meetings as needed, including gathering information and preparing related reports as requested.

Performs other duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate degree in public administration, human resources, business management, social work, or related field, or equivalent experience related to benefit coordination, Worker's Compensation, unemployment insurance, OSHA, EEO, FMLA, ADA, or recruitment and employment. Government sector experience.

Not required but preferred SHRM-CP or SHRM-SCP in conjunction with government sector experience. If the SHRM-CP or SHRM-SCP with government experience is possessed or earned, this position will be classified as an EXE A.

Thorough knowledge of and ability to read and understand federal, state and local employment rules, regulations, guidebooks, and County personnel policies and benefit plans.

Thorough knowledge of computer database applications, Microsoft Word, Outlook, and Excel.

Ability to speak and write clearly, concisely, and professionally and edit various reports and prepare and maintain numerous reports and documentation as needed.

Ability to effectively communicate orally and in writing with co-workers, county employees, department heads, state agencies, vendors, and members of the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone ~~with minimum supervision~~ as well as with others in a team environment.

Ability to know when to provide public access to information and knowledge of when that information is not eligible for public access. Maintains the confidentiality of employee and department information and records according to State requirements.

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

Ability to competently serve the public with diplomacy and respect, including during occasional encounters with irate/hostile persons.

Ability to triage tasks and complete assignments effectively.

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

Ability to occasionally work extended hours and travel out of town for workshops, meetings, and conferences.

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope with many variables or considerations. Incumbent operates according to County policies, exercising independent judgment in selecting and relating **policies, procedures**, guidelines and employment laws. ~~to specific situations.~~

## **III. RESPONSIBILITY:**

Incumbent is responsible for the **implementation**, education, explanation, and enforcement of County Policies; rules and regulations associated with various Federal and State guideline agencies. Incumbent performs ~~a variety of~~ Human Resource functions according to standard practices and procedures of the County, including but not limited to, managing FMLA, Military Leave, and extended leave requests. Incumbent uses primarily independent judgment in determining and implementing appropriate employment actions and when appropriate works with Commissioners' Administrator and/or County Legal Department. Errors in decision or accuracy of work may not be readily detected by procedural safeguards or through supervisory review and could lead to expenses and liability incurred by the County as well as loss of time and/or inconvenience to County employees.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent **works closely with the Council Administrator, Board of Commissioners' Administrator, and County Legal**. Maintains contact with co-workers, county employees, department heads, state agencies, vendors, and members of the general public for the purposes of dispersing, explaining, and ensuring the compliance of County policies and employment laws, exchanging information, and mentoring.

Incumbent reports to the Commissioners' Administrator.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, close vision, keyboarding, lifting/carrying objects weighing less than 25 pounds, speaking clearly, and hearing sounds/communication.

Incumbent occasionally works extended hours and travels out of town for workshops, meetings and conferences.

### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Personnel Administrator for the Employee Services 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

Applicant/Employee signature

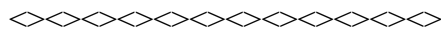
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Date

---

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Type or Print name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

---

Date

---

Type or Print name

**POSITION DESCRIPTION  
COUNTY OF MONROE, INDIANA**

**POSITION:** Payroll Administrator  
**DEPARTMENT:** Employee Services  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological) (C) (no change requested)

**DATE WRITTEN:** September 1991

**STATUS:** Full-time

**DATE REVISED:** May 2016, February 2021

**FLSA STATUS:** Non-exempt

March 30, 2023

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

Incumbent serves as Payroll Administrator for Monroe County Government, responsible for administering the County payroll, initiating and/or assisting in all payroll/personnel policy compliance internal audits, preparing specialized taxes, and coordinating tax reporting.

**DUTIES:**

Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.

Ensures accurate and timely processing of payroll updates, including new hires, terminations, and changes to pay rates **established via County Salary Ordinance**. Prepares and maintains accurate records and reports of payroll transactions. Processes new hire paperwork **ensures current salaries, job descriptions, and financial account lines are accurate and appropriated in the County's respective payroll/attendance software platforms. in payroll ledger. Updates payroll ledger software with current salaries, job descriptions, and appropriation lines**. Maintains all paper files securely for direct deposits and garnishment forms.

Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.

Identifies and recommends updates to payroll **and attendance** processing software, systems, and procedures. **Serves as the point person and auditor of the county attendance software.**

**Serves as primary contact and resource for employees, department heads, and elected officials regarding attendance software and payroll processes.**

Serves as internal payroll auditor for the County, auditing payroll for all County departments and employees. Plans, organizes, and conducts a variety of internal audits to evaluate payroll functions. Reviews and assesses payroll activities to ensure compliance with established laws, codes, regulations, policies and procedures. Ensures proper application of internal controls.



Facilitates audits by providing records and documentation to **Personnel Administrator, Department heads as requested, state and MCG contracted** auditors. Identifies payroll discrepancies, documents audit findings, investigates issues, and works with department heads and Auditor **financial staff** to correct and resolve issues. Receives and responds to State Board of Accounts audit questions and concerns related to payroll and benefits and makes adjustments/changes as needed.

Implements garnishments as directed by court orders or other governmental agencies, such as student loans, child support, and judgments.

~~Configures and updates payroll ledger database, including posting bi-weekly payroll accounting from various funds, and balancing and reconciling funds for all County departments accordingly. Coordinates with County Treasurer for reconciliation of payroll accounts and electronic funds transfers.~~

Receives payroll vouchers and timesheets from all departments and reviews all timesheets for signature of elected official, department head, or office managers. Balances all payroll per fund and updates ledger interface in payroll for all new funds, departments and deductions. Verifies and reconciles assigned general ledger accounts. Adjusts payroll manually for off cycle pay periods to fix discrepancies and payroll adjustments for employees as needed. Creates direct deposit file and sends to Treasurer to submit to banks.

Processes **all supplemental pays for employees, board members, and poll workers.** ~~longevity checks, plan commission, board members, uniform pay, transcript pay and all other special pays when applicable.~~

~~Prepares claim docket bi-weekly including all payroll expenditures for County Board of Commissioners.~~

Responds to employee inquiries regarding payroll, deductions, insurance expenses, taxes, and various other questions/concerns as appropriate.

Assists **the Personnel Administrator** in providing information and explanation to **regarding** employees for benefits, **and the County** personnel policy, ~~ies, and work rules.~~ ~~Assists in communicating Human Resource policies and ensuring compliance with County personnel policy.~~ Provides training and instruction for county employees on payroll process and procedures. Distributes necessary documentation for payroll to employees. Communicates with Elected Officials, office managers, department heads and employees regarding **payroll requirements and use of the County's selected attendance software, provides information and paperwork specific to** inner office **position** transfers, termination paperwork and final pays.

Accumulates employee service records for all county employees for State Board of Accounts purposes.

~~Creates paystubs via payroll module to upload into the employee portal. Serves as an Administrator in addition to the Personnel Administrator in the County attendance software. Responsible for ensuring the interface of the attendance software and the payroll software for the County. for county employee portal for new users, passwords and resetting accounts and enrollment.~~

Works with the Council Administrator and Personnel Administrator annually during the budgeting process on any proposed increases and/or supplemental compensation changes prior to implementation into the County's Salary Ordinance.

Creates, runs, and distributes payroll reports to officials and departments as needed.

Verifies employment for all county employees and verifies wages in response to legal requests. Pays all unemployment benefit claims.

Sends letters to county employees concerning delinquent property taxes provided by County Treasurer's Office. Maintains the garnishments and ledger pertaining to the delinquent taxes and adjusts payroll deductions accordingly.

~~Assists Personnel Administrator in the maintenance~~ ~~intains~~ of employee and employer paid benefits, including all insurance; ~~resolution of~~ Resolves all discrepancies with all carriers and employee deductions. ~~Works closely with all insurance carriers to reconcile all deduction issues and makes proper changes to correct invoices and payroll deductions. Reconciles monthly billing from all providers, reviews for accuracy and pays via checks/websites. Terms employees/life events for benefits in PERF and all current agencies uploading files through proper validation and balancing.~~ Adjusts pay and deductions for employees with FMLA leave and workers comp. Creates report in excel to upload and pay employees 457 plan and balances via website. Administers and maintains Sheriff retirement funds, reporting, balancing fund and remitting payments.

Prepares and submits all federal forms required as a governmental entity. Provides required reports/documentation for ~~FFCRA/CARES Act~~ ~~any special funding/benefits the result of Federal or State circumstances outside the normal funding and benefits available to employees.~~

Balances payroll to fill out Federal 941 form for withholdings, prints report and completes the State UC-1 form for reporting quarterly wages.

Processes election workers/poll workers pay as required, balances according to special federal tax guidelines for poll workers.

Closes out payroll for current year to process W-2's and reports to State and Federal Agencies, entering employer paid portion of employee benefits to comply, and rolling over into new year, sending files to be printed and uploaded to employee portal for electronic printing and viewing.

~~Responsible for all year end reports and prepares the selected vendor attendance software for the next calendar year. Processes year end procedures by balancing payroll, manually enters new enrollment deductions for all benefits for all employees.~~

Maintains current knowledge of auditing methods, practices, and related laws, codes, regulations, policies and procedures.

~~Provides assistance and will serve~~ Acts as ~~vacation/holiday/sick~~ back up to the Personnel Administrator.

Performs other duties as assigned.

## **I. JOB REQUIREMENTS:**

Associate Degree and/or equivalent combination of training and work experience required.  
Baccalaureate Degree in accounting, finance, or related field preferred.

Thorough knowledge of accounting systems and requirements of Monroe County and all regulating/auditing agencies, with ability to maintain complete and accurate accounting records and compile timely and accurate payroll and other financial reports.

Thorough knowledge of customary and prescribed practices of salary administration in the public sector with basic knowledge and understanding of County budgets, tax distributions, and the general ledger and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Thorough knowledge of auditing standards and procedures, laws, rules, and regulations.

Ability to speak and write clearly, concisely, and professionally and edit various reports and prepare and maintain numerous reports and documentation as needed.

Ability to maintain knowledge of all computer software programs specific to the Employee Services Department and those used by the Auditor's Office, proficiency in spreadsheet and database design, and ability to organize and interpret large amounts of data.

Ability to properly operate standard office equipment, including computer, typewriter, calculator, telephone, copier, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, State Auditor's Office, Government entities, benefits providers, all taxing units of Monroe County, 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 understand, memorize, retain, and follow oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute/perform arithmetic operations, such as determining salary/wage increases and benefits, calculating taxes, and processing allocations.

Ability to compile, analyze and evaluate data, and make determinations.

Ability to work alone with minimum supervision, with others in a team environment, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to maintain current knowledge of applicable statutes and guidelines, adapt to changes in procedures accordingly, and solve problems under unusual circumstances.

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

## **II. DIFFICULTY OF WORK:**

Incumbent performs duties which require extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes. Incumbent requires excellent organizational skills and attention to detail, strong analytical and problem-solving skills, leadership skills, and must be proficient with Microsoft Office Suite or related software.

## **III. RESPONSIBILITY:**

Incumbent's work product is reviewed by every employee on a biweekly basis. Errors in decision or accuracy of work could result in expenses and liability incurred by the County as well as loss of time and/or inconvenience to County employees.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, State Auditor's Office, Government entities, benefits providers, and the public for the purposes of explaining procedures and regulations, verifying payroll information, and resolving problems.

Incumbent reports directly to the ~~Commissioners' Administrator~~ Personnel Administrator

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, keyboarding, lifting/carrying objects weighing up to 25 pounds, pushing/pulling objects, bending, reaching, close vision, speaking clearly, hearing sounds/communication, and handling/grasping and fingering objects.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town for training/conferences, sometimes overnight.

## APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Payroll Administrator for the Monroe County Employee Services 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.

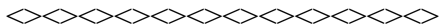
Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant/Employee signature

Date \_\_\_\_\_

Type or Print name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date \_\_\_\_\_

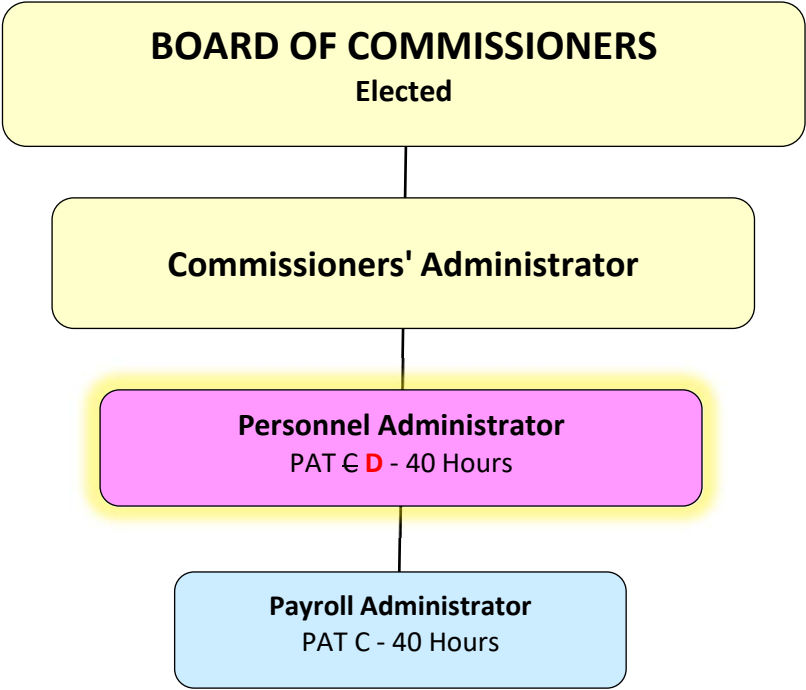
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**EMPLOYEE SERVICES DEPARTMENT**

Current
31-Mar-2023
PROPOSED





## PERSONNEL ADMINISTRATION COMMITTEE (PAC)

Monroe County Courthouse, Room 306  
100 W Kirkwood Avenue  
Bloomington, Indiana 47404  
Office: 812-349-7312  
CouncilOffice@co.monroe.in.us

Peter Iversen, Chair  
Marty Hawk  
Geoff McKim

### PERSONNEL ADMINISTRATION COMMITTEE SUMMARY MINUTES

Tuesday, February 7, 2023, at 12:00 PM

HYBRID

HR-Council Conference Room and Zoom Connection

#### MEMBERS

Present – **IN PERSON** – Peter Iversen, Chair  
Present – **IN PERSON** – Marty Hawk  
\*Present – **VIRTUAL** – Geoff McKim

#### STAFF

Present – **IN PERSON** – Kim Shell, Council Administrator  
Present – **IN PERSON** – Molly Turner- King, County Legal  
Present – **IN PERSON** – Elizabeth Sensenstein, HR Administrator

#### OTHERS IN ATTENDANCE

Present- **IN PERSON** – Penny Githens, Commissioner President  
Present- **IN PERSON** – Kyle Gibbons, Jail Commander  
Present- **IN PERSON** – Phil Parker, Chief Deputy

#### 1. CALL TO ORDER - 12:04 p.m.

Councilor Iversen called the meeting to order at 12:04 pm. Councilors Iversen and Hawk attended in person, and Councilor McKim attended virtually.

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#### 2. ELECTION OF CHAIR – 12:04 p.m.

Councilor McKim nominated Councilor Iversen for the Chair of this Committee.  
Seconded by Councilor Hawk.

*Councilor Iversen asked for a roll call vote.*

*Shell called the roll.*

*McKim Yes*

*Hawk Yes*

*Iversen Yes*

*Motion passed unanimously.*

### 3. **ADOPTION OF AGENDA – 12:05 p.m.**

Councilor Hawk made a motion to add an item regarding the age requirement for certain correctional officer positions at the end of the agenda.

Councilor McKim seconded.

*Councilor Iversen asked for a roll call vote.*

*Shell called the roll.*

*McKim Yes*

*Hawk Yes*

*Iversen Yes*

*Motion passed unanimously.*

Committee discussed adding an item to add specific months for review of the midpoint hire policy.

Councilor Hawk moved to table this item for a future meeting.

Seconded by Councilor McKim.

No vote taken.

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### 4. **JAIL/CORRECTIONAL CENTER, Ruben Marte & Phil Parker -12:07 p.m.**

#### **Request for New Position and Classification Review**

-Jail Technician

The current Jail Facility is in a state of disrepair and uncleanness which needs reversal followed by continuous efforts to maintain the facility to a standard of sanitation to ensure a safe work environment for staff and to constitutionally house inmates confined to the facility. While the Jail has contracted maintenance, this contractor spends an inordinate amount of time on such tasks such as changing light bulbs, unplugging sinks, toilets, showers, and drains, etc. This detracts from the ability to complete larger scale issues which, left unchecked, could become a financial burden for the County. Additionally, cleaning is not included in their services to the Jail. As such, cleaning is left to the Jail Staff and/or inmate workers. Staff must focus on the safety and security of the facility. Additionally, cleaning, and preventive maintenance is not a provision of a Corrections Officer job description. Cleaning and preventive maintenance of the facility remains in void not covered by contract and not fulfilled by county resources. This, in large part, accounts for the current condition of the Jail. This position is designed to bridge the current gap between contracted maintenance and the need for accountability to maintain a constitutional facility. This position will allow the Jail to be brought back into compliance with Indiana Jail Standards in terms of safety and sanitation and to permit the continuation such compliance.

Committee discussion ensued.

*Councilor McKim made a motion that after review and approval of the edited job description by the Sheriff's Office and County Legal that it will be sent to WIS for classification within 7 days.*

*Seconded by Councilor Hawk.*

*Councilor Iversen asked for a roll call vote.*

*Shell called the roll.*

*Iversen Yes*

*Hawk Yes*

*McKim Yes*

*Motion passed unanimously.*

**\*Councilor McKim left the meeting at 12:25 p.m.**

---

**4. JAIL/ CORRECTIONAL CENTER, Phil Parker – 12:15 p.m.**

**Request for Review of Job Descriptions and Contracts**

The Sheriff's Chief Deputy reviewed the Jail's job descriptions against the and contract. The job descriptions for the Corrections Officer, Corporal Corrections Officer, Liaison/Corrections Officer, Sergeant still listed an age requirement of 21. The Correctional Officers contract was amended to lower the age requirement to 18 years of age. The Department is requesting the job descriptions be amended to reflect the age limit to 18 years old.

*Councilor Hawk moved that the age requirement on the above mentioned job descriptions be changed to 18. Seconded by Councilor Iversen.*

*Councilor Iversen calls for a voice vote.*

*Hawk Yes*

*Iversen Yes*

*Motion passed unanimously.*

---

**5. APPROVAL OF SUMMARY MINUTES AS PRESENTED- 12:28 p.m.**

- August 2, 2022

*Approved as presented.*

---

**6. PAC MEMBER COMMENTS – 12:29 p.m.**

Councilor Hawk asked for meeting information and documents to be sent from the Council Office to the PAC committee sooner.

Councilor Iversen commented on the local unemployment rate, which has fallen two percent.

---

**7. ADJOURNMENT**

Meeting adjourned at 12:30 p.m.



The Summary Minutes of the Personnel Administration Committee held on February 7, 2023, were approved on the **4th** day of **April, 2023**

**PERSONNEL ADMINISTRATION COMMITTEE**

***"Aye"***

***"Nay"***

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Peter Iversen

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Peter Iversen

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Marty Hawk

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Marty Hawk

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Geoff McKim

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Geoff McKim

**ATTEST:**

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Catherine Smith, Auditor  
Monroe County, Indiana

---

Date



## PERSONNEL ADMINISTRATION COMMITTEE (PAC)

Monroe County Courthouse, Room 306  
100 W Kirkwood Avenue  
Bloomington, Indiana 47404  
Office: 812-349-7312  
CouncilOffice@co.monroe.in.us

Peter Iversen, Chair  
Marty Hawk  
Geoff McKim

### PERSONNEL ADMINISTRATION COMMITTEE SUMMARY MINUTES

Friday, February 24, 2023, at 12:00 PM (Noon)

HYBRID

HR-Council Conference Room and Zoom Connection

#### MEMBERS

Present – **IN PERSON** – Peter Iversen, Chair

\*Present – **VIRTUAL** – Marty Hawk

Present – **IN PERSON** – Geoff McKim

#### STAFF

Present – **VIRTUAL** – Kim Shell, Council Administrator

Present – **VIRTUAL** – Molly Turner- King, County Legal

Present – **IN PERSON** – Elizabeth Sensenstein, HR Administrator

Present – **IN PERSON** – Jeff Cockerill, County Legal

#### OTHERS IN ATTENDANCE

Present – **IN PERSON** – Penny Githens, Commissioner President

Present – **IN PERSON** – Kyle Gibbons, Jail Commander

Present – **IN PERSON** – Phil Parker, Chief Deputy

#### 1. CALL TO ORDER - 12:04 p.m.

Councilor Iversen called the meeting to order. Councilors Iversen and McKim attended in person. Councilor Hawk was not present.

---

#### 2. JAIL/ CORRECTIONAL CENTER, Phil Parker and Kyle Gibbons Update of Request for New Position and Discussion of Classification– 12:05 p.m. -Facility Conservation Coordinator (Formerly Jail Technician)

PAC reviewed a request for a new position from the Sheriff on February 7, 2023. There was concern with regard to overlapping job duties. PAC recommended that the Sheriff's Staff and Legal collaborate on the overlapping duties. This is to update everyone on the discussion.

**\*Councilor Hawk arrived virtually at 12:06pm.**

PAC discussion ensued. Sheriff's Department and Legal were able to agree upon duties of the Facility Conservation Coordinator.

Meeting temporarily recessed at 12:13pm due to a fire alarm going off in the Courthouse. Meeting reconvenes at 12:30 pm.

PAC discussion continued. Shell stated that the job description will be forward to WIS with a request to fast-track if possible.

---

### **3. PUBLIC COMMENT**

Audrey Williams:

Asked the committee why a meeting between the Sheriff's office and county legal did not happen within seven days of the last PAC meeting as it was planned.

Natalia Galvan, Monroe County resident:

Stated that she was heartened by this meeting and hopes to continue coming to County Council meetings to ensure that the Sheriff's office is receiving needed resources and support.

---

### **3. ADJOURNMENT**

Meeting adjourned at 12:42 pm.

---

The Summary Minutes of the Personnel Administration Committee held on February 24, 2023, were approved on the **4th** day of **April, 2023**.

**PERSONNEL ADMINISTRATION COMMITTEE**

***"Aye"***

***"Nay"***

---

Peter Iversen

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Peter Iversen

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Marty Hawk

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Marty Hawk

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Geoff McKim

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Geoff McKim

**ATTEST:**

---

Catherine Smith, Auditor  
Monroe County, Indiana

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Date