

#### 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, July 11, 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

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"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, <a href="majorage-equal-right">apurdie@co.monroe.in.us</a>, 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. **CALL TO ORDER** 2. **ADOPTION OF AGENDA** 3 3. **AUDITOR'S OFFICE, Brianne Gregory Review of WIS Recommendation Memo for Job Descriptions** -General Ledger and Grants Manager -Internal Auditor -GIS Customer Service Representative 21 4. **AVIATION DEPARTMENT, Amy Gharst Review of WIS Recommendation Memo for Job Descriptions**  -Airport Operations Team Lead -Airport Operations Specialist -Airport Secretary -Financial Manager

#### **Review of WIS Recommendation Memo for Job Descriptions**

- -Personnel Administrator
- -ESD Assistant
- -Commissioners Administrator

### 6. COUNCIL OFFICE, Kate Wiltz A. Request to Amend Position Description

- Council Administrator

This request is to amend the reporting structure of the Council Administrator and update the job description for the Council Administrator to reflect the job duties of this position. Currently, the Council Administrator reports directly to the Auditor. The requested change would have this position reporting to the County Council. This change will allow the position to better serve the County Council and complete special projects for the Council as requested. Changes have been made to the job duties so that the position accurately reflects tasks while accommodating the statutory duties of both the Council and the Auditor.

Additionally, the job description was updated so that the duties unrelated to the Auditor's functions accurately reflect tasks currently being completed by this position.

#### B. Request the Creation of a New Position

-Assistant Council Administrator

This request is to create a new full-time position within the Monroe County Council office. This position will assist the Council Administrator position within the Council office and assume all responsibilities in the absence or unavailability of the Council Administrator. The importance of having a back up to handle the day-to-day office functions of the Council office and to address department/ public questions in the absence of the Council Administrator was recently highlighted as the Council Administrator has been out of the office.

In addition to serving in the unavailability of the Council Administrator, this position will provide administrative support to Council committees including the Sophia Travis Grants Committee, the Food and Beverage Advisory Committee, and the Justice Financial Advisory committees. This position will serve as a day-to-day resource to help those committees accomplish their designated tasks.

#### 7. DISCUSSION ON REQUESTING SCORING SHEETS FROM WIS, Molly Turner- King

PAC has the option of requesting copies of the scoring sheets used by WIS for job classifications.

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#### 8. APPROVAL OF SUMMARY MINUTES

-June 6, 2023

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#### 9. ADJOURNMENT

62

70

77

## Waggoner • Irwin • Scheele & Associates INC

#### MEMORANDUM

**DATE:** June 22, 2023

**TO:** Kim Shell, County Council Administrator

FROM: Lori Seelen and Addie Rooker

**SUBJECT:** Classification Request – Auditor

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the following job description updates and reclassification request for the Monroe County Auditor's Office.

#### 1. <u>General Ledger and Grants Manager</u>

This is a reclassification request. The position is currently titled General Ledger Manager and classified as PAT B Non-exempt. According to information provided by the department "The Grant Administrator position was eliminated, creating a void of higher level assistance necessary to meet State and Federal Guidelines for grant reports auditing. A classification review is necessary due to additional duties which are more complex than current job description. For example, assistance with writing policy and procedures for grants is a new requirement." The job description has been updated and the position is responsible for analyzing and maintaining general ledger, reconciling all receipts and expenditures, preparing financial system reports, and managing County contracts and grants.

Added job duties include: Directing all incoming EFTs and consulting on checks received as needed; Auditing all receipts processed by Auditor's Office; Reconciling Auditor financial system records with Treasurer financial system; Preparing monthly revenue report for County financial leadership; Managing County grants including assisting with writing, amending, researching, and auditing contracts and grants, tracking all milestones related to payments, and assisting with implementing grant policies and procedures; Maintaining County certifications related to grant assistance, participating in reviewing grants to develop and maintaining knowledge of allowable uses, and communicating information to key stakeholders; Completing financial grant reporting; Serving as primary liaison to external entities that are subgrantees of county grants/funding; Preparing Schedule of Expenditures for Federal Awards; Providing training and instruction on financial procedures and system reports; and Assisting with training internal and external staff on financial matters, making recommendations regarding best practices, and drafting and maintaining departmental procedures.

Two job duties have been removed: Processing and tracking stop payment requests; and Maintaining cancelled check bank reconciliation and statement files.

We have assessed this position respective of other positions in the PAT job category and refactored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions.

**Recommendation:** We factored the position at 400 PAT factor points. Therefore, it is recommended the position be reclassified at PAT C Exempt. It is also recommended that the title change to General Ledger and Grants Manager be approved.

#### 2. Other

The department is also requesting reporting structure changes to the GIS Customer Service Representative and the Internal Auditor positions. The job descriptions have been updated to reflect the reporting structure.

**Recommendation:** It is recommended the changes to the above mentioned job descriptions be approved for the accurate reflection of the reporting structure of the Monroe County Auditor's Office.

POSITION: General Ledger and Grants Manager

**DEPARTMENT:** Auditor

**WORK HOURS:** 8:00 a.m. – 5:00 p.m., M-F

**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

DATE WRITTEN: December 2018 STATUS: Full-time
DATE REVISED: February 2021, June 2023 FLSA STATUS: 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 General Ledger and Grants Manager for the Monroe County Auditor's Office, responsible for analyzing and maintaining general ledger, reconciling all receipts and expenditures, preparing financial system reports, and managing County contracts and grants.

#### **DUTIES**:

Analyzes, configures, and updates general ledger, including posting accounting from various funds, balancing and reconciling funds for all County departments, and adjusting appropriately. Directs all incoming EFTs and consults on checks received as needed. Audits all receipts processed by Auditor's Office, recommending and processing corrections as identified.

Reconciles all receipts and expenditures to general ledger monthly, including financial system month end close. Identifies, isolates, and corrects any accounting or bank entry errors. Maintains outstanding check lists. Accounts for voided checks and removes from accounting system and reconciles Auditor financial system records with Treasurer financial system as required.

Analyzes and prepares financial system reports to ensure balances are paid to proper bank accounts. Prepares monthly revenue report for County financial leadership.

Manages County contracts and grants, including assisting in writing, amending, implementing, and communicating policies, procedures, internal controls, and practices; researching and auditing contracts and grants; preparing documentation; tracking milestones related to payment; maintaining records and files; documenting performance and compliance; ensuring confidentiality of documents; and assisting with closeout activities. Maintains knowledge of laws, regulations, and reporting requirements relating to County contracts and grants.

Maintains all County certifications related to grant assistance, participating in reviewing grants to develop and maintain knowledge of allowable uses, and communicates information to key

stakeholders. Completes all financial grant reporting as required and requested. Serves as primary liaison to external entities that are subgrantees of county grants/funding.

Analyzes and prepares needed information for year-end process and audit including preparing Schedule of Expenditures for Federal Awards (SEFA).

Assists departments in creating financial reports by utilizing County's financial system and provides training and instruction on financial procedures and system reports.

Assists with training internal and external staff on financial matters; making recommendations to internal and external staff regarding best practices, and drafts and maintains departmental procedures for assigned job tasks.

Performs related duties as assigned.

#### I. JOB REQUIREMENTS:

Bachelor's Degree in Accounting, Finance, or related field, and/or equivalent combination of training and work experience required.

Knowledge of standard practices, policies, and legal requirements governing Auditor's Office operations, with ability to accurately audit claims, prepare related checks and reports, and assist members of the public accordingly.

Knowledge of standard bookkeeping/accounting practices and principles, with ability to accurately audit purchase orders/invoices and record, balance, and maintain accounts accordingly.

Knowledge of standard English spelling, grammar, and punctuation; ability to prepare detailed reports as required.

Knowledge of basic filing systems and ability to maintain accurate and complete department files and records.

Ability to effectively communicate with co-workers, other County departments, State Board of Accounts, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to operate a variety of standard office equipment, such as computer, scanner, calculator, fax machine, copier, and telephone.

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

Shall 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 carry out written and oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, compile, analyze, and evaluate data and make determinations based on data analyses.

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 often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to apply knowledge of people and/or locations and occasionally plan and layout assigned work projects.

Ability to occasionally work weekends and/or evening hours and occasionally travel out of town for conferences or training.

#### II. DIFFICULTY OF WORK:

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

#### III. RESPONSIBILITY:

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's decisions have a substantial impact on departmental operations with work reviewed for soundness of judgment and compliance with department policies and procedures and legal requirement.

#### IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, State Board of Accounts, and members of the public for purposes of processing claims and payments and requesting, providing, and verifying related information, and the public for the purpose of exchanging information, and explaining policies and procedures.

Incumbent reports directly to County Financial Director.

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

Incumbent performs duties in a standard office environment involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing as much as 25 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping objects, and fingering objects.

Incumbent occasionally works weekends and/or evening hours and occasionally travels out of town for conferences or meetings.

#### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of General Ledger Manager for the Auditor'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 meet Yes No	ing the job duties and requirements as outlined?
Applicant/Employee signature	Date
Print/Type name	

**POSITION:** Internal Auditor

**DEPARTMENT:** Auditor

**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: August 2018 STATUS: Full-time

DATE REVISED: February 2021, June 2023 FLSA STATUS: 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. 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 Internal Auditor for the Monroe County Auditor, responsible for performing performance and financial audits in accordance with professional governmental auditing standards and providing consulting services and assistance.

#### **DUTIES**:

Evaluates diverse functions and activities of County to determine nature of operations and adequacy of system of internal control, including management of capital assets.

Exercises discretion to identify key internal controls in audit area, activity, function, or process.

Conducts County-wide audits. Plans theory and scope of assigned audits.

Researches applicable policies, laws, regulations, and standards and determines applicability in assigned audit work.

Designs risk based audit programs to assess operations and processes exhibiting more critical levels of risk to organization.

Gathers, analyzes, and interprets information and applies professional discretion to reach appropriate conclusions and rank importance of issues identified.

Obtains, analyzes, and appraises evidentiary data as a basis for an informed conclusion on the adequacy, effectiveness, and efficiency of the activities being reviewed.

Assesses reliability and integrity of financial information and assesses sufficiency in safeguarding of assets and verifying existence of assets, reviews operations and programs to ensure results are consistent with objectives and goals.

Utilizes appropriate sampling techniques and data analytics to address audit testing.

Prepares formal, written reports expressing results regarding adequacy and effectiveness of internal control system.

Appraises adequacy of corrective action taken to improve deficient condition.

Participates in advising capacity regarding controls for new systems, issues with existing systems, and variety of other items relative to policy, procedure, standard, or other criteria.

Provides support to external auditors during annual financial audits of the County.

Performs related duties as assigned.

#### I. JOB REQUIREMENTS:

Bachelor's degree in Business Administration with an Accounting major or a four (4) year degree in other disciplines along with completion of twenty-one (21) hours of accounting courses, including an auditing course. Minimum of two (2) years experience in auditing field required. CIA/CPA preferred.

Thorough knowledge of and ability to enforce federal, state, and local employment laws, regulations, guidebooks, County personnel policies, and benefits plans.

Thorough knowledge of and ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations.

Working knowledge of generally accepted accounting principles, auditing standards, procedures, techniques, and statistical sampling methods involved in conducting financial and performance audits.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare various documents and written reports as required.

Working knowledge of computer software, including Microsoft Word, Excel, and PowerPoint.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department and personnel files.

Ability to write reports and business correspondence.

Ability to maintain accurate records, compile and prepare related reports, and properly operate various standard office equipment, including computer, printer, scanner, calculator, and telephone.

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

Shall 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 compare or observe similarities and differences in data, compile, collate or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to utilize advance mathematical concepts, including exponents, logarithms, quadratic equations, and permutations and apply to operations including, frequency distribution, determination to test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Ability to work alone with minimum supervision and with others in a team environment, 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 apply knowledge of people and/or locations, and occasionally plan and layout assigned work projects.

Ability to give presentations in oral or written form.

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

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

#### II. <u>DIFFICULTY OF WORK:</u>

Incumbent performs duties which are broad in scope involving many variables and considerations. Incumbent operates within established government regulations and County policies, exercising independent judgment in interpreting and relating guidelines to specific situations.

#### III. RESPONSIBILITY:

Incumbent applies County policies and procedures to individual cases, discussing unusual and unprecedented situations with supervisor as needed. Incumbent receives general supervision, with work periodically reviewed for soundness of judgment, conclusions, adherence to instructions, technical adequacy, accuracy, and conformance with practice.

#### IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, managers, clients, and the public for purposes of exchanging information and explaining and interpreting policies and procedures.

Incumbent reports directly to County Financial Director.

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

Incumbent performs duties in a standard office environment involving sitting for long periods, sitting and walking at will, speaking clearly, hearing communication, keyboarding, lifting/carrying objects weighing under 25 pounds, and handling/grasping/fingering objects.

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

#### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Internal Auditor 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 med Yes No	eting the job duties and requirements as outlined?
Applicant/Employee Signature	Date
Print or Type Name	<u> </u>

**POSITION:** GIS Customer Service Representative

**DEPARTMENT:** Auditor

**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: September 1991 STATUS: Full-time

DATE REVISED: February 2021, June 2023 FLSA STATUS: Non-exempt

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

Incumbent serves as GIS Customer Service Representative for the Monroe County Auditor's Office, responsible for Geographical Information System (GIS) data and drawings, transfer of real estate property, coordinating and processing Classified Forest Lands, and processing metes and bounds deeds.

#### **DUTIES:**

Performs GIS data creation, editing, maintenance and geo-mapping. Generates new property subdivisions in the geo-database using historical plats and deed records, aerial photos, and survey documents to accomplish tasks.

Accepts and processes property transfer documents for platted subdivisions, including deeds, affidavits, and courts orders. Prepares necessary forms and records related to the transfer of property deeds within the County, entering appropriate information into deed transfer journals and computer files accordingly.

Occasionally receives and processes applications for property tax exemptions and deductions, such as mortgage, homestead, over 65, blind/disabled persons, and disabled veterans exemptions, and geothermal deductions. Completes necessary forms, posts information in ledger books and computer, and files written documentation for permanent records as required.

Accepts and processes "metes and bounds" deeds, utilizing engineering methods to measure off bound lines. Interpret plats, including covenants, restrictions and the legal use and bounds of land.

Processes and enters on computer all requests and changes in the Classified Forest taxing system.

Receives and receipts payments for property transfers, including deeds, claims, sales disclosures, and copies.

Reconciles conflicting survey information and data with appropriate boundary geometries and mapping components and edits geo-databases to reflect changing information in GIS.

Continually updates property record cards by making proper entries in Auditor's transfer books, plat books, and computer billing and transfer files.

Assists in processing and certifying all documents and information regarding property with significant unpaid taxes slotted to be sold in the County Tax Sale, including information to interested parties, such as mortgage companies and various other lien holders.

Assists in proofing Personal Property Books and Mobile Home Assessments from Township Assessors.

Represents the Auditor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.

Performs related duties as assigned.

#### I. JOB REQUIREMENTS:

Associate Degree in computer-aided drawing, technology or engineering technology, or related field preferred GIS software specific training with two years previous work-related experience.

Thorough knowledge of drafting, geometry, trigonometry, and related practices, procedures, and equipment, with ability to accurately review and process property records, identify and resolve discrepancies, and prepare maps and drawings accordingly.

Thorough knowledge of Department computer systems and related programs, with ability to effectively enter and analyze data, process property information, and prepare plat maps and drawings accordingly.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

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

Ability to maintain knowledge of all computer software programs used by Auditor's Office.

Ability to perform the statutory duties as prescribed for the County Auditor's Office as authorized by the Auditor.

Ability to properly operate standard office land surveying equipment, such as telephone, scanner, calculator, copier, computer, fax machine, triangular scale, and land measure compass.

Ability to effectively communicate orally and in writing with co-workers, other City/County departments, Township Assessors, various realtors, title companies, appraisers, mortgage companies, engineering firms, developers, construction companies, 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.

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

Ability to understand, memorize, retain, and follow oral and written instructions.

Ability to file, post, mail materials, and maintain accurate and organized records.

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

Ability to compute/perform arithmetic operations, such as measuring bound lines, calculating taxes, and receiving and receipting monies.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

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

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read/interpret detailed prints, sketches, specifications, and maps.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Ability to occasionally testify in legal proceedings/court as required.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for training/conferences, but not overnight.

#### II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope, involving consideration of complex circumstances and variables. Incumbent performs according to department policies and procedures, exercising independent judgment in determining appropriate methods and/or procedures to fit varying circumstances.

#### III. RESPONSIBILITY:

Incumbent receives specific assignments and general instructions and follows prescribed procedures and standards in completing tasks. Frequently decisions are made which are restricted only by organization wide policies, with little direct guidance from supervisor. Work is reviewed primarily for adherence to instructions/guidelines, technical effect on department goals/objectives, and compliance with requirements.

#### IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City/County departments, Township Assessors, various realtors, title companies, appraisers, mortgage companies, engineering firms, developers, construction companies, and the public for purposes of exchanging information, rendering service, and resolving problems.

Incumbent reports directly to the Property Director.

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

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, bending, reaching, crouching/kneeling, pushing/pulling objects, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may occasionally be exposed to irate/hostile persons. Incumbent occasionally works extended and/or evening hours and occasionally travels out of town for training/conferences, but not overnight.

#### APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of GIS Customer Service Representative for Monroe County Auditor'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	
Print or Type Name		

#### GIS Customer Service Representative II Monroe County Auditor's Office

Factors: PAT	<u>June</u>	<u> 2006</u>	
		3A	60
		9E	80
		14J	120
		18P	45
		<u>T</u>	10
			318 PAT III

Status: Full-time

FLSA Status: Non-exempt

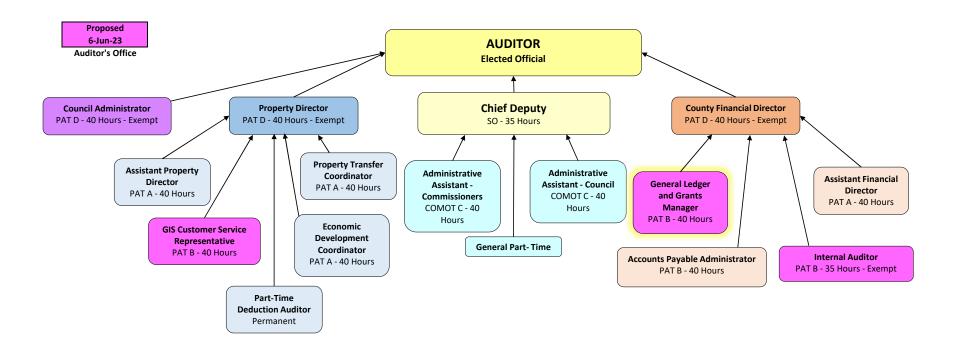
Written: September 1991

Revised: August 1995, September 2005

June 2006; reviewed factor points, no change.

June 2023: changed reporting status

#### **AUDITOR'S OFFICE AUDITOR Elected Official** Chief Deputy SO **County Financial Director Internal Auditor Council Administrator Property Director** PAT D - 40 Hours - Exempt PAT D - 40 Hours - Exempt PAT D - 40 Hours - Exempt PAT B - 35 Hours - Exempt Administrative Administrative **Assistant Property Property Transfer Accounts Payable General Ledger** Assistant -Assistant - Council Coordinator Director Administrator Manager COMOT C - 40 Hours Commissioners PAT A - 40 Hours PAT A - 40 Hours PAT B - 40 Hours PAT B - 40 Hours COMOT C - 40 Hours Economic **Assistant County GIS Customer** Part-Time Hourly Development **Financial Director** Service Range: Coordinator XXXX - 40 Hours Representative \$14.00 - \$20.00 PAT A - 40 Hours PAT B - 40 Hours



## Waggoner • Irwin • Scheele & Associates INC

#### **MEMORANDUM**

**DATE:** June 22, 2023

**TO:** Kim Shell, County Council Administrator

FROM: Lori Seelen and Addie Rooker

**SUBJECT:** Classification Request – Aviation

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the following job description updates and new position request for the Monroe County Aviation Department.

#### 1. Airport Operations Team Lead

This is a new position request. According to information provided by the department "Over the years, our airport operations have grown more complex, requiring effective leadership on the ground to ensure smooth daily operations. The creation of a new position is proposed to meet this need. The Team Lead will act as the primary point of contact for the operations team, overseeing daily activities, coordinating maintenance, and assisting in administrative tasks." The department is requesting the position be filled by a current Operations Specialist. A job description has been created and the position will be responsible for inspecting and patrolling all airport facilities, grounds, and properties to ensure regulatory compliance with Federal Aviation Regulation Part 139 and other codes, procedures, regulations, and policies, and supervising day to day activities of Operations Specialists ensuring efficient scheduling and allocation of tasks. The position will report directly to the Assistant Airport Director.

Job duties for the position include: Maintaining airport compliance with FARs Part 77 and 139, TSR 1540 series, and other applicable statutes, regulations, and requirements; Supervising and overseeing daily activities of assigned staff; Assisting with interviewing applicants and making hiring recommendations; Conducting performance evaluations; Providing training and guidance, and corrective instruction; Identifying opportunities for improvement in operational processes and implementing necessary changes with supervisors' approval; Performing inspections of airport infrastructure; Performing wildlife mitigation control; Interacting with state, federal, and local agencies and airport rescue firefighting units; and Assisting with general oversight of airport and tenant construction projects for safety and regulatory compliance.

Job requirements for the position include: High school diploma/HSE; Associate's degree in Aviation Management, Airport Management, Business Administration, or closely related field preferred, or an equivalent combination of education and experience; Ability to obtain and

maintain required certifications within specified deadlines including Aircraft Rescue Fire Fighter, Emergency Medical Responder, AAAE Basic ASOS, AAAE Airport Certified Employee – Operations, CPR, First Aid, AED, MIMS-700, ICS-100, and ICS-200.

We have assessed this position respective of other positions in the LTC job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for LTC positions.

**Recommendation:** We factored the position at 440 LTC factor points. Therefore, if the position is approved, it is recommended the position be classified at LTC D Non-exempt and paid within the salary range for LTC D positions.

#### 2. Other

The department is also requesting several position changes to more accurately reflect the reporting structure of the department. Changes have been made to Airport Operations Specialist, Airport Secretary, and Financial Manager job descriptions. The department has also requested the elimination of the Airport Operations Manager position as the position is obsolete and the duties have been absorbed by the Assistant Airport Director.

**Recommendation:** It is recommended the changes to the above mentioned job descriptions be approved for the accurate reflection of the reporting structure of the Monroe County Aviation Department.

**POSITION:** Airport Operations Team Lead

DEPARTMENT: Aviation WORK SCHEDULE: As assigned

JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: June 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 accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Airport Operations Team Lead for Monroe County Aviation Department, responsible for inspecting and patrolling all airport facilities, grounds, and properties to ensure regulatory compliance with Federal aviation Regulation (FAR) Part 139, and other codes, procedures, regulations, and policies, taking necessary action, and supervising day to day activities of Operations Specialists, ensuring efficient scheduling and allocation of tasks.

#### **DUTIES:**

Maintains airport compliance with FARs Part 77 and 139, TSR 1540 series, and all other applicable statues, regulations, and requirements to ensure safety and security of all airport users.

Supervises and oversees daily activities of assigned staff, including scheduling, task allocation, and performance management. Assists with interviewing candidates and making hiring recommendations, conducts performance evaluations, providing training and guidance to assigned staff ensuring continuous development of skills and knowledge, and providing corrective instruction as needed.

Coordinates and communicates with supervisors to ensure efficient and effective operations and task completion.

Identifies opportunities for improvement in operational processes and implements necessary changes with supervisors' approval.

Compiles detailed and accurate reports, logs, maintenance requests, taking appropriate action to correct deficiencies.

Performs inspections of airport infrastructure including runways, taxiways, aprons, fuel facilities, mobile fuelers, and other areas in accordance with FAA certification standards for safety and compliance.

Performs wildlife management control, mitigation, and depredations, including using firearms, live rounds, pyrotechnic shells and pistols, traps/snares, and oxygen/propane fired systems.

Ensures safety of airport for aviation users by observing runway, weather, and airfield conditions, issuing accurate and timely airport condition reports including Notices to Airmen as required.

Provides proactive roving and immediate response coverage for airport complex to ensure safety, security, and compliance, responding to, investigating and documenting emergency, critical, or unusual events occurring on airport property and participating in Incident Command System.

Interacts with state, federal, and local agencies, and airport rescue firefighting units, performing duties and responsibilities as required during emergencies.

Properly operates various equipment and vehicles including tractor, backhoe, forklift, bucket lift, paint striping machine, crack sealing equipment, mowers, light and heavy duty vehicles including dump trucks and snow removal equipment, performing equipment inspections and preventative maintenance as required.

Escorts and monitors individuals on airfield operations area in conjunction with special events, outside agency coordination and construction projects.

Assists in planning and performing general maintenance of airport facilities including but not limited to, electrical, plumbing, air conditioning, carpentry, painting, equipment repair, landscape and tree maintenance, irrigation control and maintenance, concrete and asphalt maintenance including patching, paving, and crack sealing, manual and automatic gate/lock systems, and fence repair.

Performs maintenance of runway, taxiway, field lighting systems, signs, and similar work, ensuring compliance with FAA requirements and regulations.

Responds to inquiries and requests from public, tenants, and outside agencies.

Assists with general oversight of airport and tenant construction projects for safety and regulatory compliance.

Serves as First Responder for aircraft emergencies. Conducts snow removal from airside and landside areas of airport as member of Snow Removal Team.

Performs related duties as assigned.

Responds to emergencies from off duty status.

#### I. SKILLS AND KNOWLEDGE:

High school diploma/HSE. Associate's degree in Aviation Management, Airport Management, Business Administration or closely related field preferred, or an equivalent combination of education and experience.

Ability to obtain and maintain required certifications within specified deadlines including Aircraft Rescue Fire Fighter (FAA certification), Emergency Medical Responder (40 hour course), AAAE Basic ASOS, AAAE Airport Certified Employee – Operations, CPR, First Aid, AED, NIMS-700, ICS-100 and ICS-200.

Ability to complete initial and advanced training and seminars relating to airport operations, safety, and systems maintenance.

Working knowledge of the occupational hazards and safety precautions of airport maintenance.

Working knowledge of a building and crafts trades, including understanding of local and state codes relating to building construction, electrical, plumbing, carpentry, gas and electrical welding, roofing, and painting.

Ability to perform maintenance tasks as directed by oral and written directions and to interpret rough sketches and penciled layouts.

Ability to supervise assigned staff including interviewing candidates and making hiring recommendations, overseeing daily assignments, conducting performance evaluations, providing training and guidance to assigned staff ensuring continuous development of skills and knowledge, and providing corrective instruction as needed.

Ability to safely operate assigned vehicles, equipment, and tools, including tractor, backhoe, forklift, bucket lift, paint striping machine, crack sealing equipment, mowers, dump truck, and snow removal equipment and vehicles.

Ability to physically perform duties assigned, including lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on rough terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects. Moderate physical effort is frequently required for regular periods of time.

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

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

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

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

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

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

Ability to work extended, evening, and weekend hours, travel out of town for training and seminars sometimes overnight, respond to airport emergencies on a 24-hour basis, and serve on call.

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

#### II. <u>RESPONSIBILITY</u>:

Incumbent is responsible for the safe and effective operation of a variety of equipment and vehicles to effect necessary repairs and maintenance of Airport grounds, pavements and buildings. Incumbent performs duties under moderate supervision, with specialized instructions and clarifications given in regard to unusual or difficult assignments. Majority of work is reviewed in process and upon completion. Care and skill is required in the operation of trucks and equipment to ensure safety of self and others and protect Airport property.

Reports directly to Assistant Airport Director.

#### III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, including lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on rough terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects. Moderate physical effort is frequently required for regular periods of time.

#### **IV. WORKING CONDITIONS:**

Incumbent performs majority of duties out of doors, in varying weather conditions, and is periodically exposed to excessive noise, dirt, dust, and vehicle and equipment fumes. Safety precautions must be used at all times to avoid injury to self and others.

Incumbent works extended, evening, and weekend hours, travels out of town for training and seminars, sometimes overnight, responds to airport emergencies on a 24-hour basis and serves on call.

#### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Operations Specialist Team Lead for the Monroe County Aviation 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 meet Yes No	ing the job duties and requirements as outlined?
Applicant/Employee signature	Date
Type or Print name	<u> </u>

**POSITION:** Airport Operations Specialist

DEPARTMENT: Aviation WORK SCHEDULE: As assigned

JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: September 1991 STATUS: Full-time

DATE REVISED: June 2023 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 accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Airport Operations Specialist for Monroe County Aviation Department, responsible for inspecting and patrolling all airport facilities, grounds, and properties to ensure regulatory compliance with Federal aviation Regulation (FAR) Part 139, and other codes, procedures, regulations and policies, and taking necessary action.

#### **DUTIES**:

Maintains airport compliance with FARs Part 77 and 139, TSR 1540 series, and all other applicable statues, regulations and requirements to ensure safety and security of all airport users.

Compiles detailed and accurate reports, logs, maintenance requests, taking appropriate action to correct deficiencies.

Performs inspections of airport infrastructure including runways, taxiways, aprons, fuel facilities, mobile fuelers, and other areas in accordance with FAA certification standards for safety and compliance.

Performs wildlife management control, mitigation, and depredations, including using firearms, live rounds, pyrotechnic shells and pistols, traps/snares, and oxygen/propane fired systems.

Ensures safety of airport for aviation users by observing runway, weather, and airfield conditions, issuing accurate and timely airport condition reports including Notices to Airmen as required.

Provides proactive roving and immediate response coverage for airport complex to ensure safety and security, and compliance, responding to, investigating and documenting emergency, critical, or unusual events occurring on airport property and participating in Incident Command System.

Interacts with state, federal, and local agencies, and airport rescue firefighting units, performing duties and responsibilities as required during emergencies.

Properly operates various equipment and vehicles including tractor, backhoe, forklift, bucket lift, paint striping machine, crack sealing equipment, mowers, light and heavy duty vehicles including dump trucks and snow removal equipment, performing equipment inspections and preventative maintenance as required.

Escorts and monitors individuals on airfield operations area in conjunction with special events, outside agency coordination and construction projects.

Assists in planning and performing general maintenance of airport facilities including but not limited to, electrical, plumbing, air conditioning, carpentry, painting, equipment repair, landscape and tree maintenance, irrigation control and maintenance, concrete and asphalt maintenance including patching, paving, and crack sealing, manual and automatic gate/lock systems, and fence repair.

Performs maintenance of runway, taxiway, field lighting systems, signs, and similar work, ensuring compliance with FAA requirements and regulations.

Responds to inquiries and requests from public, tenants, and outside agencies.

Assists with general oversight of airport and tenant construction projects for safety and regulatory compliance.

Serves as First Responder for aircraft emergencies. Conducts snow removal from airside and landside areas of airport as member of Snow Removal Team.

Performs related duties as assigned.

Responds to emergencies from off duty status.

#### I. SKILLS AND KNOWLEDGE:

High school diploma/HSE. Associate's degree in Aviation Management, Airport Management, Business Administration or closely related field preferred, or an equivalent combination of education and experience.

Ability to obtain and maintain required certifications within specified deadlines including Aircraft Rescue Fire Fighter (FAA certification), Emergency Medical Responder (40 hour course), AAAE Basic ASOS, AAAE Airport Certified Employee – Operations, CPR, First Aid, AED, NIMS-700, ICS-100 and ICS-200.

Ability to complete initial and advanced training and seminars relating to airport operations, safety, and systems maintenance.

Working knowledge of the occupational hazards and safety precautions of airport maintenance.

Working knowledge of a building and crafts trades, including understanding of local and state codes relating to building construction, electrical, plumbing, carpentry, gas and electrical welding, roofing, and painting.

Ability to perform maintenance tasks as directed by oral and written directions and to interpret rough sketches and penciled layouts.

Ability to safely operate assigned vehicles, equipment, and tools, including tractor, backhoe, forklift, bucket lift, paint striping machine, crack sealing equipment, mowers, dump truck, and snow removal equipment and vehicles.

Ability to physically perform duties assigned, including lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on rough terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects. Moderate physical effort is frequently required for regular periods of time.

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

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

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

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

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

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

Ability to work extended, evening, and weekend hours, travel out of town for training and seminars sometimes overnight, respond to airport emergencies on a 24-hour basis, and serve on call.

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

#### II. <u>RESPONSIBILITY</u>:

Incumbent is responsible for the safe and effective operation of a variety of equipment and vehicles to effect necessary repairs and maintenance of Airport grounds, pavements and buildings. Incumbent performs duties under moderate supervision, with specialized instructions

and clarifications given in regard to unusual or difficult assignments. Majority of work is reviewed in process and upon completion. Care and skill is required in the operation of trucks and equipment to ensure safety of self and others and protect Airport property.

Reports directly to Airport Operations Team Lead.

#### III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, including lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending, crouching/kneeling, reaching, standing/walking for long periods, walking on rough terrain, close/far vision, color/depth perception, hearing sounds, and handling/grasping/fingering objects. Moderate physical effort is frequently required for regular periods of time.

#### IV. WORKING CONDITIONS:

Incumbent performs majority of duties out of doors, in varying weather conditions, and is periodically exposed to excessive noise, dirt, dust, and vehicle and equipment fumes. Safety precautions must be used at all times to avoid injury to self and others.

Incumbent works extended, evening, and weekend hours, travels out of town for training and seminars, sometimes overnight, responds to airport emergencies on a 24-hour basis and serves on call.

#### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Operations Specialist for the Monroe County Aviation 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 meet Yes No	ting the job duties and requirements as outlined?
Applicant/Employee signature	Date
Type or Print name	<u></u>

**POSITION:** Airport Secretary

DEPARTMENT: Aviation WORK SCHEDULE: As assigned

JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: September 1991 STATUS: Full-time

DATE REVISED: February 2021, June 2023 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 Airport Secretary for the Monroe County Aviation Department, responsible for performing a variety of clerical duties and assisting the public.

#### **DUTIES:**

Composes, types, and sends a variety of written and electronic correspondence. Maintains accurate filing system, retrieving information as needed and archiving old materials.

Answers telephone, determines nature of call, provides requested information, takes and delivers messages, and/or refers caller to appropriate agency or individual. Greets office visitors, provides requested information and/or directs to appropriate individual or agency.

Performs various clerical duties, including opening, sorting, and distributing incoming departmental mail, organizing and scheduling tours, programs, air shows, and meetings, and assisting with special projects.

Collects rents and payments, provides receipts, records financial transactions, and makes bank deposits as required. Assist with department bookkeeping and accounting duties, as needed or as required. Assists with Federal and State grants.

Reviews and files daily inspection reports and compiles and investigates information for based aircraft report. Collects and disseminates data for Federal Disadvantage Business Enterprise Program, and airport spill prevention and countermeasure plan. Collects, sorts, and records data for the Air Traffic Control Services.

Prepares agenda for monthly Board meetings and transcribes and types meeting minutes.

Maintains office cleanliness, including vacuuming, dusting, and cleaning windows.

Performs related duties as assigned.

#### II. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Working knowledge of Airport accounting program. Knowledge of Airport Emergency Plan, Airport Security Plan, and Airport Certification specifications.

Knowledge of standard office policies and procedures, with a working knowledge of Airport operations and functions.

Knowledge of Airport Emergency Plan, Airport Security Plan, and Airport Certification specifications.

Knowledge of standard English spelling, grammar, and punctuation, and the ability to type with speed and accuracy.

Ability to utilize a variety of office machines, including computer printer, typewriter, copier, and fax machine.

Ability to perform basic arithmetic calculations.

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

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, regional FAA offices, State Department of Aviation, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

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

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

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

#### II. RESPONSIBILITY:

Incumbent performs a variety of clerical duties according to established policies and guidelines of the department. Work is reviewed upon completion of specific duties. Undetected errors in decisions or work may result in loss of time to correct the error or loss of money to the department. Incumbent works according to customary routine, with priorities determined in advance by supervisor.

#### III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, regional FAA offices, the State Department of Aviation, and members of the public for the purpose of giving and receiving information.

Incumbent reports directly to Airport Director.

#### IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a modern office environment, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, keyboarding, close vision, speaking clearly, driving, hearing sounds/communication, close/far vision, and handling/grasping/fingering objects.

#### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Airport Secretary for the Monroe County Aviation 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 meeti	ing the job duties and requirements as outlined?
Yes No	
Applicant/Employee signature	Date
Type or Print name	_

**POSITION:** Financial Manager

DEPARTMENT: Aviation WORK SCHEDULE: As assigned

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: September 1991 STATUS: Full-time

DATE REVISED: February 2021, June 2023 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 accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Financial Office Manager for the Monroe County Aviation Department, responsible for managing and maintaining accounting and financial activities, and overseeing office operations.

#### **DUTIES**:

Manages departmental accounting operations and assigned budget accounts with Auditor, creating projected annual budgets, reviewing with supervisors, and preparing for annual budget hearings.

Assists in application process and provides additional documentation for grants, assisting with maintaining grant compliance, and completing annual SAM registration.

Prepares and submits documents necessary for completion of annual audits including SBOA and Federal IPERIA.

Assists in hiring process including preparing job advertisements, collecting resumes, coordinating and assisting in scheduling interviews, collecting references, assisting in interviews, providing new employee on-boarding process, ensuring paperwork is completed, and scheduling HR orientation.

Assists in maintaining capital asset inventory, including providing purchase orders, maintaining request forms, and updating database.

Invoices Airlines for Part 139 Index B operations tracking account status and informing supervisor of default.

Compiles monthly revenues and expenses for multiple accounts, balancing with software, preparing paperwork for additional appropriation requests, identifying need to transfer funds, preparing and submitting forms, posting and balancing accounts, and preparing and submitting bond interest payments as required.

Maintains department payroll records and ledgers, recording and/or calculating hours worked, pay, leave, and compensatory time, reconciling payroll and benefits ledger totals, and maintaining electronic copies of Employee Service Records.

Maintains and updates personnel files, including timecards, requests for days off, evaluations, and employment verification, tracking and reporting longevity and salary increases to staff.

Performs various duties for supervisor including scheduling and organizing meetings and appointments, composing correspondence, developing financial and operational reports, and reviewing, proofreading, and editing documents prepared for supervisors' signatures.

Monitors leases and agreements for airport facilities and services, responds to inquiries and/or problems from tenants, as needed.

Greets visitors and answers telephone, determining nature of call, responding to inquiries, taking messages, scheduling appointments, responding to complaints, and/or directing to appropriate person or agency.

Collects and monitors Daily Self-inspections of airfield and maintenance reports to ensure compliance with FAA Regulations.

Collects, sorts, and records data for Air Traffic Control Tower Services for inclusion on annual reports.

Collects and investigates accuracy of data for Based Aircraft Report, submitting to Indiana State Department of Revenue and Federal Aviation Administration based aircraft database.

Organizes and schedules tours, programs, air shows, and meetings.

Attends meetings, prepares and types agenda, minutes, correspondence, and related documents for Board of Aviation Commissioners, preparing financial reports and answering financial questions as required. Represents department at meetings and serves on task forces as assigned or needed.

Oversees maintenance of office equipment and supplies and maintains office cleanliness.

Performs other duties as assigned.

## I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate Degree in Business or Accounting with minimum of 5 years experience in accounting and management.

Ability to serve as Notary Public on behalf of the Department.

Thorough knowledge of standard bookkeeping principles and fund accounting with ability to accurately maintain and reconcile ledgers and other records, complete financial reports, and maintain payroll records.

Thorough knowledge of and ability to maintain current knowledge of fiscal and legislative matters and county policies and regulations.

Working knowledge of standard accounting forms and their functions, including invoices vouchers, time sheet ledgers and computer printouts.

Working knowledge of Airport Certification Specifications, Airport Emergency Plan and Security Plan and procedures.

Practical knowledge of principles, techniques, and accepted practices of office management and related areas, including organizational and public protocol principles, department software, Microsoft Office Suite with ability to apply such knowledge to assigned duties.

Knowledge of Federal and State directives concerning Airport operations and grant programs, with ability to understand and utilize pay application procedures associated with State and Federal grants.

Knowledge of standard office practices and procedures, English grammar, spelling, and punctuation and ability to prepare correspondence, documents, and written reports as required.

Ability to type with speed and accuracy, and operate standard office equipment, including but not limited to computer, keyboard, calculator, postage meter, copier, fax machine, and telephone.

Ability to use standard office computer programs, including but not limited to, Microsoft Windows, Microsoft Office, and DOS.

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

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

Ability to effectively communicate orally and in writing with other co-workers, other County departments, airport engineers, tenants, Federal and State Aviation officials, other government departments/agencies, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

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 evening hours and/or weekends, and occasionally travel out of town for meetings/conferences.

Ability to respond to emergencies on a 24-hour basis, as needed.

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

## II. <u>DIFFICULTY OF WORK</u>:

Incumbent performs a variety of standard duties according to the established practices and procedures of department, using judgment and taking personal action in determination and implementation of best methods to achieve desired results. Incumbent works independently and often directs and reviews duties of others.

## **RESPONSIBILITY:**

Incumbent makes critical decisions regarding department budget, investments, and the distribution of Federal and State grant funds. Errors in decision or accuracy of work are readily detected by procedural safeguards or through supervisory review of work. Undetected errors may result in loss of time and money to department and other governmental agencies and/or inconvenience to department employees or general public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with other co-workers, other County departments, airport engineers, tenants, Federal and State Aviation officials, other government departments/agencies, vendors, and the public, for the purposes of coordinating work, resolving problems, exchanging information, and rendering service.

Reports directly to Airport Director.

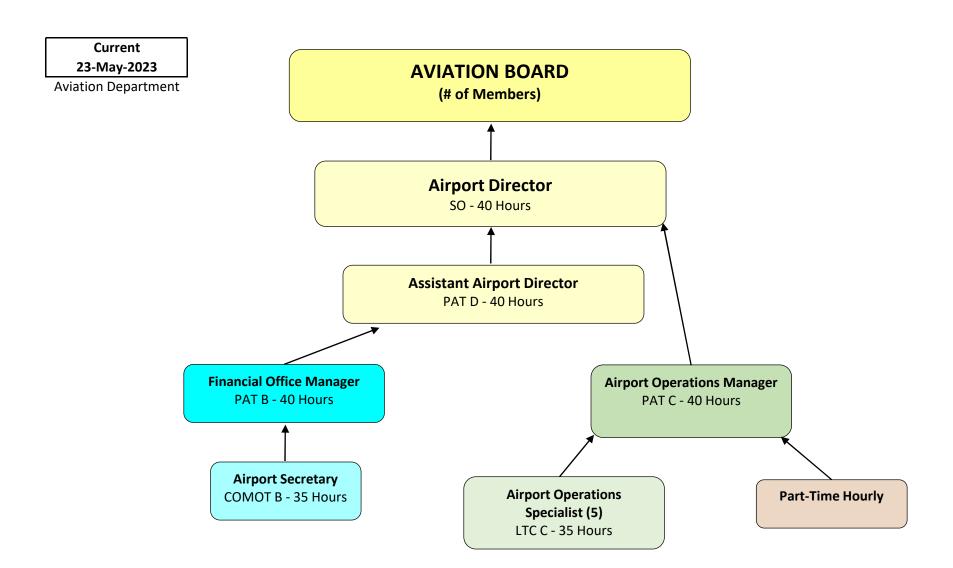
## IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

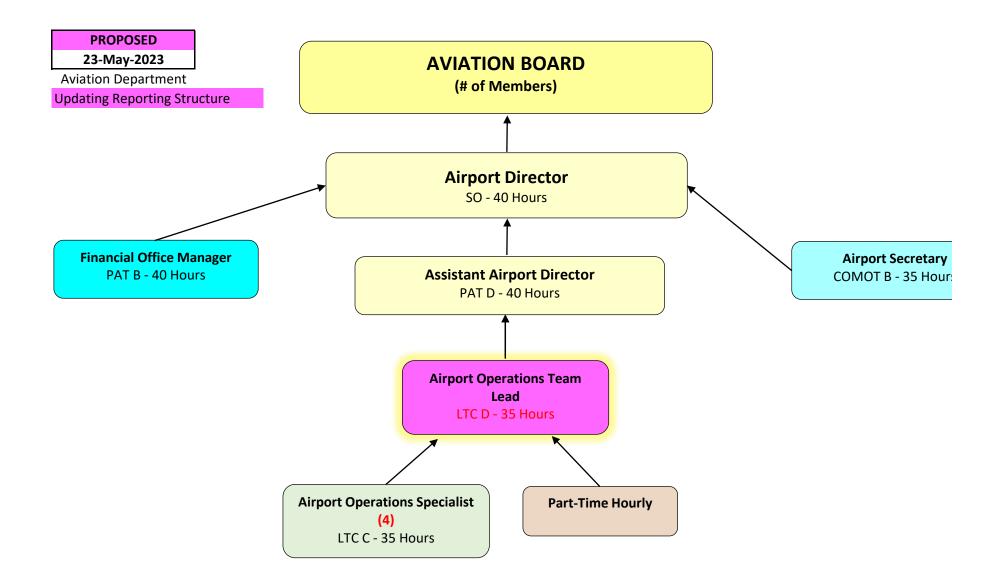
Incumbent performs duties in a modern office environment, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, keyboarding, close vision, speaking clearly, driving, hearing sounds/communication, close/far vision, and handling/grasping/fingering objects.

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Financial Office Manager for the Monroe County Aviation 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 meetin Yes No	g the job duties and requirements as outlined?
Applicant/Employee signature	Date
Type or Print Name	_





# Waggoner • Irwin • Scheele & Associates INC

### **MEMORANDUM**

**DATE:** June 13, 2023

**TO:** Kim Shell, County Council Administrator

FROM: Lori Seelen and Addie Rooker

**SUBJECT:** Classification Requests – Employee Services

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the following two classification position requests for the Employee Services Department.

## 1. Personnel Administrator

This is a reclassification request. The position is currently classified at PAT C Exempt. According to information from the department "the changes to job duties reflect the true practices of the position, the collaboration that occurs, and independent decision making that occurs. The demands that are placed on this position continue to increase." A job description has been updated and the position will be responsible for administering compensation and benefit programs, ensuring compliance with a variety of employment laws and regulations, and serving as liaison to department heads and employees regarding questions and concerns about Monroe County policies, procedures, benefit plans, and benefit leave options.

Added job duties for the position include: Leading County Human Resource operations; Serving as liaison and first contact for MCG current and future Health Insurance Brokers, MCG Health Clinic Company administration, and the Financial/Personnel Software; Supervising and directing assigned staff; Proposing policies and procedures; Working closely with and providing interpretations of Personnel Policy to all departments; Providing training; Notifying the Board of Commissioners' Administrator, the County Council Administrator and County legal staff of unresolved violations of Federal regulations; Working closely with the Board of Commissioners' Administrator and County legal staff; and Reviewing all Knowledge, Skills, and Abilities (KSA) Hiring requests and submitting recommendations.

One job duty has been removed: Serves as sole back up to Payroll Administrator.

According to information provided by the County, the current incumbent is expected to have her SHRM-CP certification by the end of 2023. Job category recommendations are based on the requirements of the position, and not the individual within the position. The requirements for the position have been updated to: Baccalaureate degree in public administration, human resources, business management, social work, or related field, or equivalent experience related

to benefit coordination, Workers' Compensation, unemployment insurance, OSHA, EEO, FMLA, ADA, or recruitment and employment; Government sector experience preferred; and Possession of Society of Human Resources – Certified Professional (SHRM – CP) or Society of Human Resources – Senior Certified Professional (SHRM – SCP) preferred.

We have assessed this position respective of other positions in both the PAT and EXE job categories and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT and EXE positions.

**Recommendation:** We factored the position at 525 PAT factor points. Therefore, it is recommended the position be classified at PAT D Exempt and paid within the salary range for PAT D positions.

## 2. ESD Assistant

This is a new position request. A job description has been created and the position will be responsible for assisting in the administration of County payroll, benefit programs, and employment laws and regulations. The position will report directly to the Personnel Administrator.

Job duties for the position include: Entering new hire, termination, and pay change information into payroll and personnel administration system; Assisting with reviewing payroll vouchers and timesheets; Assisting with maintaining employee files; Auditing and tracking completion of new hire trainings; Tracking FMLA leave requests and Workers' Compensation claims; Assisting with responding to routine employee requests; and Assisting with monthly and annual reports as required.

Requirements for the position include: Associate's degree and/or equivalent combination of training and work experience required.

We have assessed this position respective of other positions in the COMOT job category and factored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

**Recommendation:** We factored the position at 345 COMOT factor points. Therefore, if the position is approved, it is recommended the position be classified at COMOT C Non-exempt and paid within the salary range for COMOT C positions.

## 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 D (Professional, Administrative, Technological)

DATE WRITTEN: November 2014 STATUS: Full-time
DATE REVISED: February 2021, June 2023 FLSA STATUS: 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, 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 (MCG), 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.

Supervises and directs assigned staff involving interviewing and making hiring recommendation.

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, 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.

Employee Services/Personnel Administrator

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. 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.

Coordinates with the Legal Department, advising 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 requests 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 chair bringing items of concern to the committee to discuss and address. Recommends changes to personnel policy handbook (PPH).

Creates agendas, keeps minutes, directs meeting discussions, and makes recommendations for consideration and approval. Creates and updates the Personnel Policy Handbook and communicates 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 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.

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.

Possession of Society of Human Resources-Certified Professional (SHRM-CP) or Society of Human Resources-Senior Certified Professional (SHRM-SCP) preferred.

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.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

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 public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to supervise and direct assigned staff involving interviewing and making hiring recommendations.

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

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

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

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

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

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 guidelines and employment laws to specific situations.

## III. RESPONSIBILITY:

Incumbent is responsible for the education, explanation, and enforcement of County Policies, rules and regulations associated with various Federal and State guideline agencies. Incumbent performs a variety of Human Resources 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 maintains contact with co-workers, County employees, department heads, state agencies, vendors, and members of the 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 is occasionally required to work extended hours and travel out of town for workshops, meetings, and conferences.

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Personne	Administrator for the Employee Services
Department describes the duties and responsibil	ities for employment in this position. I
employment. I am responsible for reading this j requirements and responsibilities contained here	ption, and understand that it is not a contract of ob description and complying with all job duties, in, and any subsequent revisions. ting the job duties and requirements as outlined?
Yes No	ting the job duties and requirements as outimed:
Applicant/Employee Signature	Date
Print/tyne Name	

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: ESD Assistant DEPARTMENT: Employee Services

**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m. M-F

JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: June 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. The County of Monroe provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as ESD Assistant for the Monroe County Government Employee Services Department, responsible for assisting in the administration of County payroll, benefit programs, and employment laws and regulations.

## **DUTIES**:

Enters new hire, termination, and pay change information in payroll and personnel administration system. Processes payroll quarterly, or as needed.

Assists with reviewing payroll vouchers and timesheets for accuracy.

Assists with maintaining employee files and performs routine audits to ensure job descriptions and I-9 verification forms are up to date.

Audits and tracks completion of new hire trainings creating reports to document employee utilization of County training system as necessary and preparing reports for departments as needed.

Tracks FMLA leave requests and Workers' Compensation claims. Assists with verification of employment requests and disability claim verification requests.

Assists with responding to routine employee requests such as access to payroll stubs access, County insurance provider information, and location of employee forms.

Assists with monthly and annual reports as required.

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

Performs related duties as assigned.

## I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associate's degree and/or equivalent combination of training and work experience required.

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 understanding of Monroe County Personnel Policy Handbook and U.S. Employment, Compensation, and Benefit laws.

Thorough knowledge of customary and prescribed practices of salary administration in public sector with basic knowledge and understanding of County budgets, tax distributions, and 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 effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

Shall 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 carry out written or oral instructions and present findings in oral or written form.

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

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

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

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 our of town for training and conferences, sometimes overnight.

## II. RESPONSIBILITY:

Incumbent is responsible for performing prescribed and standard duties and tasks that are interrelated. Incumbent performs duties according to the established policies, practices and procedures of the department and must have supervisor's permission to deviate from operating procedures. Errors in accuracy may lead to adverse effects on other departmental operations and result in substantial loss of time or inconvenience to other employees.

## III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, and members of the general public, for the purpose of exchanging and explaining information.

Incumbent reports directly to Personnel Administrator.

## IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting and walking at will, lifting/carrying objects weighing less than 25 pounds, bending, reaching, keyboarding, speaking clearly, close vision, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is occasionally required to work extended, evening, and/or weekend hours and travel out of town for training and conferences, sometimes overnight.

## APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of ESD Assistant 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				

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

EXE B

POSITION: Commissioners' Administrator DEPARTMENT: Board of County Commissioners

**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F

JOB CATEGORY: EXE (Executive)

DATE WRITTEN: January 2010 STATUS: Full-time
DATE REVISED: February 2021, June 2023 FLSA STATUS: 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 accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Commissioners' Administrator for the purpose of directing the executive administration functions of the County, performing duties according to IC 36-2-2-14, and serving at the pleasure of the Board.

## **DUTIES**:

Assists in the administration and enforcement of policies and resolutions of the executive and recommends policies/procedures for adoption to the executive.

Serves as the County ADA Coordinator.

Coordinates, oversees, and executes County activities as directed by County Commissioners, ensuring compliance with federal and state laws.

Receives and timely relays information on matters of interest to the Board and recommends responses to the Commissioners.

Directs and oversees the daily operations and personnel of the Commissioners' office, including all maintenance staff, and Fleet and Building staff. Provides oversight to the Legal Department, Technical Services Department, Building Department, Highway Department, Employee Services Department, Veteran's Affairs, and Emergency Management. Communicates/administers personnel programs and procedures, updating staff of organizational developments, planning/delegating work assignments, establishing goals, providing training/orientation, evaluating performance, maintaining discipline, and recommending corrective action as warranted. Periodically analyzes human resources needs of department interviews and hires personnel, reviews position responsibilities and salaries, and recommends promotions/demotions as appropriate.

Serves as liaison for the County Commissioners between County departments, elected officials, commissioners, maintenance contractors, vendors, news media, state and local agencies,

attorneys, and the public, relaying messages, coordinating activities/projects, receiving complaints, concerns, and assisting in resolving problems.

Communicates effectively to all branches of government the policies, procedures, and other relevant information as appropriate.

Coordinates bid lettings, including preparing specifications and bid packets, soliciting bidders, reviewing bids, and making recommendations regarding contract awards.

Prepares and submits Commissioners' budgets for each fiscal year. Assists Commissioners' department heads with annual budgets and requests for additional appropriations as requested, providing financial analysis upon request, including reviewing current year's income and expenses and projecting costs.

Plans, develops, implements, and directs organization's operational and fiscal function and performance.

Monitors activities of Monroe County employees under the control of the Board.

Attends all meetings of the Board and represents Commissioners in their absence at other meetings and functions as requested.

Leads monthly department head meetings for all MCG offices. Prepares and updates Board of Commissioners Continuity of Operations Plans.

Oversees and ensures execution of special projects as directed by the Board and makes recommendations as appropriate.

Reviews financial information of the County Commissioners and advises Board on matters pertaining to Board's finances.

Prepares reports and correspondence for Commissioners as requested or directed.

Develops and recommends long and short-term goals, policies, and other measures for the Board, and implements as directed.

Plans, coordinates, and monitors long-range capital improvement projects. Supervises acquisition, construction, use and maintenance of all buildings, furnishings, and equipment owned or leased by County. Communicates with vendors as necessary.

Receives and responds to inquiries related to Board of Commissioners, including investigating complaints and directing citizens, government officials, and vendors to appropriate Commissioner, department, or agency.

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

County Government during communications and negotiations with City of Bloomington and local businesses.

Works with City of Bloomington executive and legal staff in creation of yearly fiscal budget for Monroe County Central Emergency Dispatch Center.

Assists with County liability and property loss insurance programs and serves as County Safety Coordinator, implementing risk management training and overseeing processing of claims.

Assists County employees, Elected Officials, Department Heads, and citizens with questions or issues that need to be addressed by County Commissioners.

Works with health benefit brokers to ensure fair and reasonable rates for the County Self Insurance. Assists in reviewing health insurance plans, evaluating costs and developing recommendations for improving coverage.

Supports selection process in hiring new County personnel, including screening applications, administering exams, interviewing applicants, and making hiring recommendations.

Performs related duties as assigned and/or created by Resolution.

## I. JOB REQUIREMENTS:

Bachelor's degree in public administration, public finance/accounting, political science, or a related field with a minimum five years experience. A Master's or Juris Doctorate degree is strongly preferred.

Must be at least 21 years of age.

Must be a resident of Monroe County or agree to move to Monroe County within one year of acceptance of position.

Ability to meet all hiring requirements including passage of a drug test.

Extensive knowledge of the fiscal, legislative, and executive functions of County Commissioners and ability to make practical application of specified rules and regulations in performing interrelated tasks.

Thorough knowledge of the practices and principles of budget and personnel administration, with ability to assure proper and accurate preparation of grants, budgets, and related financial projections and effectively review department statistical, financial, and related progress reports as needed

Thorough knowledge of modern principles, practices, and theory of public administration and Indiana County governmental administration with ability to apply general rules and regulations to specific problems involving County Commissioners, departments, staff, and the public.

Working knowledge of purpose and function of all County departments, and principles and practices of salary administration and budgeting in the public sector.

Ability to act as Chief of Staff for the Board and supervise department heads and managers of various County departments under the control of the Commissioners, Commissioners' Office staff, and maintenance and security staff.

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

Ability to comply with all County 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 occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from other governments, municipalities, courts, law enforcement and other government agencies, attorneys, media, vendors, community, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to organize and present logical conclusions and sound recommendations resulting from analysis of administrative, financial, factual, or other information derived from a variety of sources; and effectively prepare accurate and reliable reports, correspondence, and related data.

Ability to prepare and make public speaking presentations.

Ability to testify in legal proceedings/court.

Ability to work alone with minimum supervision and with others in a team environment, on multiple tasks for long periods, and under time pressure.

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

Ability to respond to emergencies on a 24-hour basis.

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

## II. <u>DIFFICULTY OF WORK:</u>

Incumbent applies specialized knowledge of public administration to the overall operation of County departments and performs according to standard policies and procedures and standard practices of the profession. Independent judgment is required in developing and implementing policies and procedures and interpreting and applying legal requirements to individual cases as appropriate.

## III. RESPONSIBILITY:

Incumbent makes a major contribution to Commissioners' operations by ensuring compliance with local, state, and federal regulations and guidelines and assisting Commissioners with statutory duties. Incumbent's work is reviewed for soundness of judgment and attainment of objectives along with compliance of policy, precedent, and legal requirements.

## IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with the co-workers, other County departments, personnel and officials from other governments, municipalities, courts, law enforcement and other government agencies, attorneys, media, vendors, community, and the public for the purpose of exchanging information and explaining/interpreting policies and procedures, supervising and directing personnel, and resolving problems.

Incumbent reports directly to Board of County Commissioners.

## V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting and walking at will, standing/walking for long periods, keyboarding, bending at waist, close and far vision, color and depth perception, handling/grasping objects, reaching, and hearing sounds/communication.

Incumbent occasionally works extended and/or evening hours and occasionally travels out of town, sometimes overnight for meetings and conferences, and occasionally responds to emergencies on a 24-hour basis.

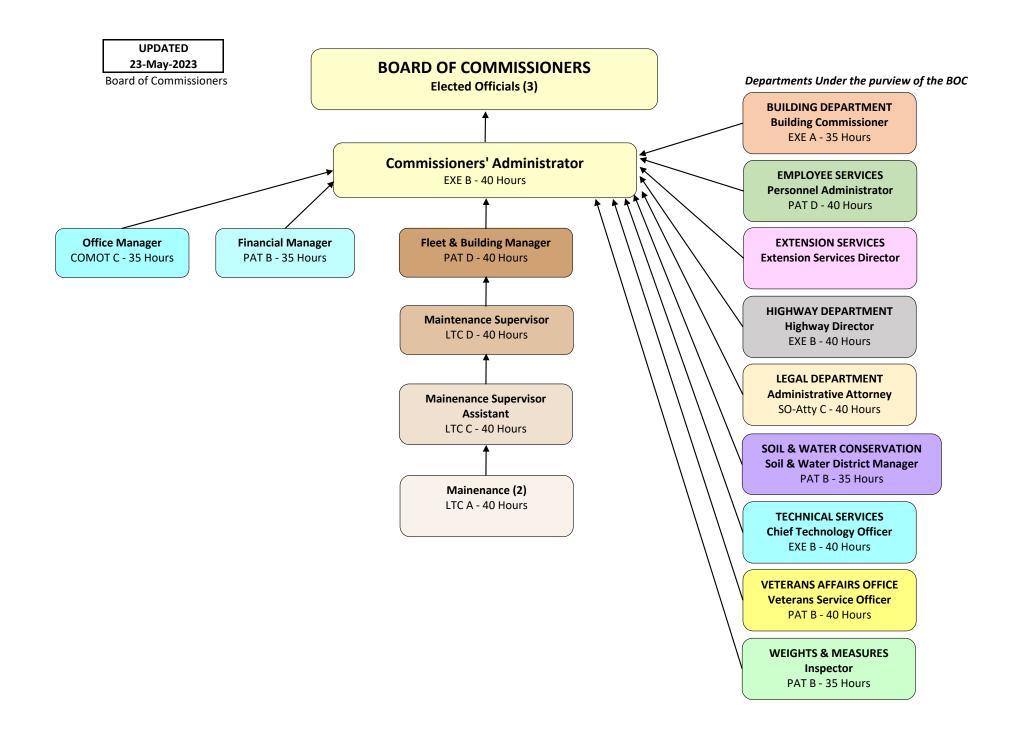
## VI. OTHER:

The Commissioners' Administrator is an appointed position of the Board of County Commissioners. The specific job duties and job requirements are established at the discretion of the Board of County Commissioners as per IC 36-2-2-14. The incumbent appointed as Commissioners' Administrator serves at the pleasure of the Board of County Commissioners and may be terminated by the Board of County Commissioners at any time.

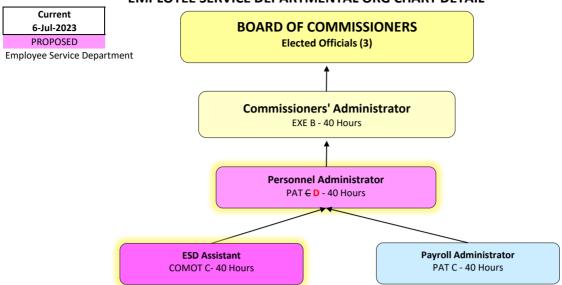
## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Commissioners' Administrator for the Board of County Commissioners 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 m	leeting the job duties and requirements as outlined
Yes No	
Applicant/Employee signature	Date
Print or Type Name	



## **EMPLOYEE SERVICE DEPARTMENTAL ORG CHART DETAIL**



## PERSONNEL ADMINISTRATION COMMITTEE

## **Agenda Request Form**

Complete <u>ALL</u> applicable highlighted areas below.

DEPARTMENT: Co	ounty Council Office	MEETING DATE REQUES	<b>STED</b> ( <i>Tentative</i> ) : 7/11/2023
Request Presenter(s	): Kate Witlz, Monroe Cour	nty Council Presidentf	Phone: 812-349-7312
Was the Council Liais	son notified prior to submitting	this Agenda Request: NO	
FUND INFORMATION	N: (Mark with an "X" in all appl General	licable boxes)	
Fund Number:	1000 Locat	tion Number: 0061	
PURPOSE OF REQUE	ST: (Mark with an "X" in all app	olicable boxes)	
Creation of	New Position Title:		
<b>✓</b> Amend Cur	rrent Position Description T	Fitle: Council Administrator	
Hours: 4	O Classification:	PAT	Level: D
Other (Spec	cify)		
Narrative: Give a	<b>DETAILED SUMMARY</b> explana	tion for the request (purpose, ac	ction needed, etc.) .
description for the Council Administ position reporting County Council a made to the job ostatutory duties of Additionally, the j	and complete special proje duties so that the position a of both the Council and the	reflect the job duties this per Auditor. The requested of his change will allow the pects for the Council as requested accurately reflects tasks we Auditor.	position. Currently, the change would have this position to better serve the uested. Changes have been

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

**POSITION:** County Council Administrator

**DEPARTMENT:** County Council

**WORK SCHEDULE:** Flexible M-F (40 Hours)

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: August 1991 STATUS: Full-time
DATE REVISED: February 2021 FLSA STATUS: 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 County Council Administrator for the Monroe County Council responsible for the purpose of coordinating/executing tasks related to the fiscal responsibilities of the Council, overseeing the preparation of the County's budget, coordinating and executing activities and fiscal responsibilities, serving as liaison between Council and Departments heads, and attending Council meetings and serving at the pleasure of the Council.

## **DUTIES:**

Attends all meetings of the Council to assist Council members with any questions and concerns regarding Council business, policy and procedure.

Attends all Personnel Administration Committee (PAC) meetings to assist committee members with any questions and concerns regarding the Job Description Maintenance Policy. Provides direction to departments Departments and ensures amendment requests are complete with appropriate forms to be have received reviewed by Personnel Administrative Committee PAC. Drafts necessary forms for PAC requests including by not limited to recommendations, amendments necessary to affect the PAC request, fiscal impact of said amendments, and update current and/or proposed of departmental organizational charts.

Attends all Council sponsored committees including, but not limited to the Sophia Travis Grant Committee and the Food and Beverage Tax Advisory Committee. Oversees the completion of committee tasks as delegated/requested by Committee and directsing Council personnel regarding task assignments.

Supervises Council Office personnel assigned to the County Council Department on a day-to-day basis including periodically analyzing workloads, planning, delegating and monitoring work assignments, establishing work goals, determining need for significant changes in responsibility, if any, evaluating performance results developing and motivating staff, and keeping Council informed of any disciplinary concerns and/or recommending corrective action.

Attends and/or conducts interviews of potential <u>County Council Office</u> employees and makes hiring recommendations. Provides training to orient new employees. Reviews position documentation and salary information for the department's personnel.

Reviews and evaluates Knowledge, Skills and Abilities (KSA) Requests for compliance with policy for completeness and to ensure requests are made in compliance with the KSA policy. —In consultation with Personnel Administrator, approves KSA Requests and/or makes recommendations to Council. Consults with County Legal regarding KSA policy, as needed.

Develops M, maintains copies of, and implements Council resolutions Resolutions, policies and procedures. Consults with County Legal with development of resolutions, policies and procedures including reviewing and/or recommending revising policies. Implements resolutions, policies and procedures at the direction of the Council. and determining Determines appropriate and effective receipt and distribution of information for Council. use in conjunction with County Legal Department. Continually seeks departmental input to ensure clarity of policies and procedures.

Coordinates and executes <u>tasks relating to</u> Council activities and fiscal responsibilities as directed by the Council. Works with County Legal Department to ensure compliance with federal, state, and local laws, regulations, and practices.

Prepares, and submits, and maintains the Monroe County Government's Council's Salary Ordinance for each fiscal year from departmental Assists department heads with annual updates. and requests for salary ordinance amendments as requested, providing direction to as needed. Updates and maintains approved salary ordinance information, communicating ordinance updates with all County departments.

Oversees and maintains <u>copies of documents/files relating to</u> the Council's statutory duties <u>related to of</u> describing and classifying positions within Monroe County Government in conjunction with the County Legal Department.

Maintains official job descriptions of the County **as outlined in the Job Description Compensation**Maintenance Policy. Distributes questionnaires to elected officials/department

Department heads for new position requests, maintains job classification review forms and assists elected officials/departments in filling out forms, and provides copies of review forms to the Job Classification/Compensation Sub-Committee.

As directed by the Council, Serves as an administrative contact for the County Council between County departments, Commissioners, state and local agencies, and the public, relaying messages, coordinating activities/projects, receiving complaints and concerns, and assisting in resolving problems, as directed by Council.

Reviews all documents <u>relating to Council business including documents that that require County Council signatures, meeting including, but not limited to, regular and work session agendas, legal advertisements, budget information, resolutions, ordinances and meeting minutes.</u>

Oversees the preparation of Prepares the Monroe County Government's annual budget in conjunction with the Auditor's Office in observance of Auditor's statutory duties, including coordinating annual budget process, distributing prescribed forms, reviewing and verifying accuracy of returned forms, communicating with elected officials/department heads to resolve discrepancies, gathering and compiling/entering data on computer. Communicates with state agencies to ensure compliance with State laws and proper submission of County budget.

Assists Council with editing departmental budget spreadsheets during budget hearing and reviews spreadsheets for accuracy prior to submission to the Auditor. Communicates with state agencies to ensure compliance with state laws and to obtain budget guidance/information at the direction of the Council.

Assists departments heads with annual budgets, personnel, and requests for additional appropriations as requested, providing financial analysis upon request, including reviewing current year's income and expenses and projecting costs. Communicates budget status with all County departments.

Assists Departmental Heads with Council requests including requests pertaining to additional appropriations and personnel. Provides financial data upon request of Council including reviewing income and expenses estimates.

Provides necessary assistance to the Department Heads with the creation and maintenance of their annual budget. Provides departments with budget guidance, when requested. Collaborates with Auditor's Office with respect to Auditor's and County Council's statutory duties.

Prepares and submits the County Council **Office's annual departmental** budget each fiscal year. Reviews, prepares, and submits monthly claims relating to Council Office expenditures. Tracks contractual expenditures for Council Office.

Executes special projects as directed by the Council and makes recommendations as appropriate.

Prepares reports and correspondence for the Council as required or directed.

Works with the Payroll Administrator annually during the budgeting process on any proposed increase and/or supplemental compensation changes to determine the cost of proposal. prior to implementation into the County Salary Ordinance to ensure changes can be made.

Coordinates with the Personnel Administrator conducting annual reviews of job descriptions to ensure updated signed job descriptions are in personnel files.

Oversees administration of software used for Council purposes, including set-up, maintenance, and upgrades. Coordinates with technical services department to ensure Council Office and meeting technology needs are being met.

Receives and relays information on matters of interest to the Council and recommends responses to the Council. Coordinates and makes recommendations regarding any contract awards involving the Council.

Attends all meetings of the Council and represents the Council in their absence at other meetings and functions as requested.

Assists with developing and recommending long and short-term goals, policies, and other measures for the Council and implements as directed, including creating budget projections of revenue and <u>estimated</u> expense forecasts for the annual budget process, along with monthly budget analysis reports for the County fiscal body in Gateway. Plans, coordinates, and monitors the fiscal aspect of long-range capital improvement projects, assists in compliance with state and federal financial reporting and capital asset requirements, maintains communication with the Department of Local Government Finance (DLGF) at all levels of the budget process, and distributes disclosures to SEC and/or Federal Government required

for bond agreements and amortization of any discount or premium and compiles financial information with supporting documentation.

Supports selection process in hiring new Council personnel, including screening applications, administering exams, interviewing applicants, and making hiring recommendations.

Performs related duties as assigned.

## I. JOB REQUIREMENTS:

Bachelor's Degree from an accredited college or university in Accounting, Government, Business Administration, Fine Arts or related field and/or equivalent combination of education and work experience, preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a drug test.

Thorough knowledge of County policies, procedures, standards, rules, and regulations and ability to explain, support, and enforce them.

Thorough knowledge of local government accounting structure, processes, procedures, and Generally Accepted Accounting Principles (GAAP).

Working knowledge of standard, English grammar, spelling, and punctuation and ability to prepare scripts, written reports, and financial statements and maintain accurate and organized records.

Working knowledge of purpose and function of all County departments and principles/practices of salary administration and budgeting in the public sector, including having knowledge of the law and processes related to Council's statutory responsibilities related to job descriptions and classifications of all County personnel.

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

Ability to perform statutory duties as prescribed for the County Council and/or Auditor's Office and as agreed upon by County Council and the County Auditor.

Ability to comply with all County 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 occasional encounters with irate/hostile persons.

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

Ability to act as Supervisor for Council, overseeing any staff under the control of the Council, including screening applications, administering exams, interviewing applicants, and making hiring recommendations.

Ability to organize and present logical conclusions and sound recommendations resulting from analysis of administrative, financial, factual, or other information derived from a variety of sources and effectively prepare accurate and reliable reports, correspondence, and related data.

Ability to work alone with minimal supervision and with others in a team environment on multiple tasks for long periods, and under time pressure.

Ability to prepare and make public speaking presentations.

Ability to compile, analyze, and oversee all financial reports and accounting developments.

Ability to testify in legal proceedings/court.

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

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

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

Incumbent applies specialized knowledge of public administration to overall operation of County departments and performs duties according to standard policies, procedures, and practices of the profession. Independent judgment is required in developing and implementing policies and procedures and interpreting and applying legal requirements to individual cases as directed.

## III. RESPONSIBILITY:

Incumbent makes a major contribution to Council operations by working with and consulting County Legal Department to ensure compliance with local, state, and federal regulations and guidelines, and assisting with Council's statutory duties. Incumbent's work is reviewed for accuracy, soundness of judgment, and attainment of objectives along with compliance of policy, precedent, and legal requirements.

## IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, vendors, and the public for the purposes of exchanging fiscal information and explaining/interpreting fiscal procedures, supervising and directing any County personnel, and resolving fiscal-related problems.

Incumbent reports directly to the County Auditor Council and/or Council Designee.

V.	<b>PHYSICAL</b>	<b>EFFORT</b>	AND	<b>WORK</b>	<b>ENVIE</b>	RONMENT:
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Incumbent performs duties in a standard office environment, including sitting and walking at will, standing/walking for long periods, keyboarding, lifting/carrying objects weighing under 25 pounds, bending/reaching, close/far vision, color/depth perception, handling/grasping objects, and hearing sounds/communication.

Incumbent occasionally	works extended and/or	evening hours a	and travels ou	it of town fo	or meetings and
conferences, sometimes	overnight.				

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of County Council Administrator for the Monroe County Council 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 n	neeting 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	
Type or Print name	-	

## PERSONNEL ADMINISTRATION COMMITTEE

## **Agenda Request Form**

Complete <u>ALL</u> applicable highlighted areas below.

DEPARTMENT: C	ounty Council Office	MEETING DATE REQUES	STED (Tentative) : 7/11/2023
Request Presenter(s	Kate Witlz, Monroe Coun	ty Council Presidentf	Phone: 812-349-7312
Was the Council Liai	son notified prior to submitting	this Agenda Request: NO	
FUND INFORMATIO Fund Name:	N: (Mark with an "X" in all appl	icable boxes)	
Fund Number:	Locat	ion Number:	
PURPOSE OF REQUE	E <b>ST:</b> (Mark with an "X" in all apբ	olicable boxes)	
Creation o	f New Position Title: Assis	stant Council Administrator	
Amend Cu	rrent Position Description T	itle:	
Hours: 4	O Classification:	PAT	Level: C
Other (Spe	cify)		
Narrative: Give a	DETAILED SUMMARY explanate	tion for the request (purpose, a	ction needed, etc.) .
position will assist responsibilities in having a back up department/publicas the Council Addition to ser administrative sur Food and Bevera	to handle the day to day of the ic questions in the absence dministrator has been out of the council ability of apport to Council committee age Advisory Committee, a	or position within the Councility of the Council Adminited for the Council Administrate of the Office.  The Council Administrate including the Sophia Tends the Justice Financial Administrate for the Council Administr	icil office and assume all strator. The importance of incil office and to address ator was recently highlighted

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: NEEDS A TITLE DEPARTMENT: County Council

**WORK SCHEDULE:** As Assigned, M-F – 40 Hours

JOB CATEGORY: PAT

DATE WRITTEN: June 2023 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 **TITLE** for the Monroe County Council Office, responsible for assisting with administering department operations, managing the departments website and social media information and providing support to the County Council and Council-sponsored committees as directed by the Council Administrator.

## **DUTIES:**

Assists the Council Administrator and assumes all responsibilities in their absence.

Maintains the Council and/or Council-sponsored committee web pages and social media accounts. Updates webpage(s) and social media with upcoming Council and/or Council-sponsored committee and provides weblinks for meetings and ensures information is accurate, and accessible. Helps grow social media engagement.

Maintains Council and/or Sub-Committee online event calendar.

Attends, as directed, meetings of the County to assist the Council members with any questions and concerns regarding Council business.

Attends Council-sponsored committees including the Personnel Administration Committee (PAC), Sophia Travis Grant Committee (STG) and Food and Beverage Advisory Committee. Performs various administrative support duties, including, drafting agendas, legal advertisements, and meeting packets for Council-sponsored committee.

For Council-sponsored committees, provides administrative support to committee(s) including scheduling committee meetings and presentations at meetings. Serves as a liaison for the committee between service providers and public relaying messages, coordinating activities/projects, and providing information. Performs various administrative support duties including drafting agendas, meeting packets, and preparing reports. Assists with research on various justice related issues as assigned."

Assists in reviewing agendas, packets, and minutes for meetings of the Council and other special meetings as needed or in the absence of the Council Administrator.

Assists the Council Administrator in maintaining copies of Council resolutions, policies and procedures. Assists with implementing resolutions, policies, and procedures at the direction of the Council. Assists with continually seeking departmental input to ensure clarity of policies and procedures. Assists with consulting with County Legal with development of resolutions, policies and procedures.

Maintains database of Council appointments to Boards of Commissions and interfaces with appointed officials and appointees. Monitors approaching board vacancies and coordinates official appointments by the County Council, notifying successful applicants of their appointment.

Maintains the database of applicants and award recipients for the Sophia Travis Community Services Grant Fund. Receives and distributes applications and correspondence from applying agencies to the Sophia Travis Community Service Grants Committee (STG). Coordinates the STG meeting dates, preparing news releases, and provides clerical support to STG. Prepares award recipient resolution, issues notifications of award decisions to appropriate parties, prepares claim vouchers for award recipients' payments, and tracks required final reports of grant projects.

Coordinates with the Personnel Administrator to provide assistance on Council requests/proposals.in reviewing new or transferring employee departmental information to ensure documentation reflects accurate account line numbers and classification/level. Reviews new or transferring employee paperwork for completeness including verifying the submission of a signed job description.

Assists the Council Administrator and/or the Personnel Administrator in conducting annual reviews of job descriptions for accuracy of duties of all employees. Collecting and forwarding any departmental feedback to the Council Administrator of any requests for job description updates and/or reviews.

Coordinates with the Payroll Administrator annually during the budgeting process on any proposed increase and/or supplemental compensation changes prior to implementation into the County Salary Ordinance.

Assists in various special projects as related to the needs of the Council upon direction from the Council Administrator.

Performs research as directed, including but not limited to, searching prior meeting minutes and agendas of the Council and/or Commissioners, past appropriations, salary ordinances, resolutions/ordinances, financial statements maintained by the Auditor, and/or data maintained by other County departments and other government entities as needed.

Assisting Monitors in managing the use of HR-Council Conference Room and instructs users regarding proper use. Communicates with Technical Services regarding technology requirement necessary for meetings in the HR-Council Conference room. Coordinates with the Personnel Administrator and Council Administrator in maintaining and managing a detailed, <a href="long-rangelong-range">long-range</a> schedule for use of conference room.

Assists in various Council financial and budget duties including, preparing and submitting monthly financial ledger and/or other reports for Council use and review.

Assists in preparing budget forms documentation, workbooks, and other needed information for annual budget sessions. Distributes documentation to County Departments, Elected Officials and Department Heads to aid them in the preparation of departmental budgets. Assists in proofing budget information

prior to uploading into the County's financial systemsubmission of such to the Auditor, when requested.

Serves as first point of contact for visitors and guests in the Council Office responding to questions, addressing problems, providing information and/or directing inquires to appropriate County departments, agencies, or other offices.

-Assists with answering telephone and responding to public and employee inquiries, provides information and assistance, takes messages, and/or directs caller to appropriate individual or department..

Assists with various administrative support tasks for the Council, including, preparing documents and correspondences and maintaining accurate organized files.

Monitors departmental office supply needs and maintains inventory of office supplies. Submits supplies request to the Council Administrator.

Assists in sorting and distributing mail and/or Council Office emails.

Assists County Legal Counsel as needed.

Performs other duties as needed or assigned.

## I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associate Degree from an accredited college or university in Accounting, Government, Business Administration, Fine Arts or related field or equivalent combination of education and work experience, preferred.

Knowledge of and/or experience in using social media and social media best practices, including content creation, engagement tactics, and account management.

Knowledge of, or ability to learn quickly, departmental computer programs, such as Microsoft Access, Excel, Word, Outlook, and web design software/programs.

Knowledge of, or ability to learn quickly, County government fiscal structures, legal organization, and public process, with a basic knowledge of the role of each branch of County government.

Knowledge of, or ability to learn quickly, customary and prescribed practices of County Council proceedings, including legal requirements, and ability to make practical application of state rules, regulations, and deadlines pertaining to Council responsibilities.

Knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, spreadsheets, and written reports as required.

Ability to perform statutory duties as prescribed for the County Council and/or Auditor's Office and as agreed upon by County Council and the County Auditor.

Ability to create documents with speed and accuracy and properly operate a variety of standard office equipment, including computer, scanner, telephone, recording equipment, calculator, fax machine, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Council, County Commissioners, elected officials, 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 compile, analyze, collate and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to work alone with minimum supervision and with others in a team environment, to meet deadlines and requirements of high-volume operations.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

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

Ability to work extended and/or evening hours as needed.

## II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule, with priorities determined by supervisor and service needs of the public. Assignments are set jointly by incumbent and supervisor following standard operating policies and procedures. Incumbent must have supervisor's permission to deviate from standard operating procedures. On rare occasions, decisions are made in the absence of specific policies or procedures and/or guidance from supervisor.

Errors in work are primarily detected or prevented through prior instructions from supervisor. Undetected errors could result in work delays or inconvenience to other County departments, agencies or the public, and/or potential legal action against the Department or the County.

## III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Council, County Commissioners, elected officials, and members of public for purposes of exchanging information, explaining policies and procedures, and rendering service.

Incumbent reports directly to the Council Administrator.

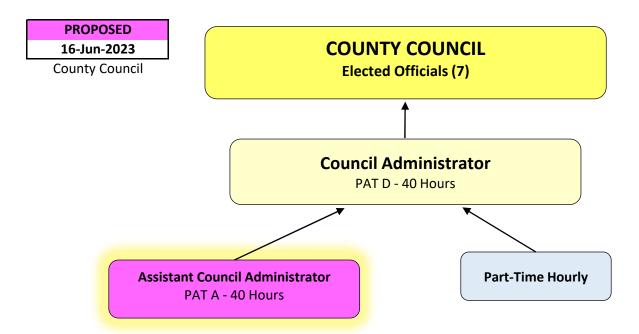
## IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, occasionally lifting heavy records, speaking clearly, hearing sounds/communications, and handling/grasping/fingering objects. Incumbent regularly works extended and evening hours.

### APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Council Administrative Assistant for the Monroe County Council'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 meet Yes No	ing the job duties and requirements as outlined?	<b>)</b>
Applicant/Employee Signature	Date	
Type or Print Name	_	
I have reviewed the job duties, requirements and	responsibilities contained herein with the employee	oyee.
Department Head/Supervisor Signature	Date	
Type or Print Name	_	





## 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 SUMMARY MINUTES Transfer Invance C 2022 at 12:00 PM (No. 22)

## Tuesday, June 6, 2023, at 12:00 PM (Noon) HR-Council Conference Room and Zoom Connection

#### **MEMBERS**

Present - IN PERSON - Peter Iversen, Chair

Present - IN PERSON - Marty Hawk

Present - IN PERSON - Geoff McKim

#### **STAFF**

Present - IN PERSON - Kim Shell, Council Administrator

Present - VIRTUAL - Molly Turner-King, County Legal

Present - IN PERSON - Elizabeth Sensenstein, Personnel Administrator

1. CALL TO ORDER 12:00 pm

2. ADOPTION OF AGENDA 12:01 pm

- 3. EMPLOYEE SERVICES DEPARTMENT, Angie Purdie & Elizabeth Sensenstein
  - A. Request for New Position and Classification Review

-Administrative Assistant

Requesting submission of proposed Administrative Assistant position to WIS for review.

Elizabeth Sensenstein presented on this agenda item. PAC members discussed this item.

McKim moved that the position description for the Administrative Assistant and employee services to WIS. Iversen seconded the motion. All PAC members voted "Aye" by voice vote in favor of this motion.

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B. Request for a Second Review of Personnel Administrator Description

Also, requesting for the Personnel Administrator job description to be reviewed again. There was a misunderstanding of the organizational structure of the Employee Services Department in conjunction with the Commissioners' Administrator position.

Elizabeth Sensenstein presented on this agenda item. Angie Purdie gave clarity to this request.

PAC members discussed this item. McKim moved that the Personnel Administrator description be sent back to WIS for a second review. Hawk seconded the motion. Voice vote taken. All voted "Aye" in favor.

# 4. YOUTH SERVICES BUREAU, Vanessa Schmidt Review of WIS Recommendation Memo for Job Descriptions -Data Specialist

Vanessa Schmidt, Deputy Director, asked PAC to put a pause on this agenda item.

McKim moved that this item be added to the next PAC meeting. Iversen seconded. Voice vote of "Aye" by all PAC members.

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## 5. CLERK'S OFFICE, Tressia Martin Request for a Review and Reclassification

-Election Supervisor

The Department is requesting to reclassify this position due to revised job duties, role and responsibility clarification, and increased expectations of the Election Supervisor. This position was classified as a COMOT C, and the department believes it should be a PAT C 35 hours.

Tressia Martin presented on this agenda item. PAC discussion ensued.

McKim moved that the revised job description be sent to WIS for classification. Hawk seconded the motion. All PAC members vote "Aye" on this motion.

(Molly Turner-King and Tressia Martin will work on clarifications prior to submitting to WIS)

### 6. AVIATION DEPARTMENT, Carlos Laverty

## A. Request to Create a New Position

- Airport Operations Team Lead

Over the years, airport operations have grown more complex, requiring effective leadership on the ground to ensure smooth daily operations. The creation of a new position, the Airport Operations Team Lead, is proposed to meet this need. The Team Lead will act as the primary point of contact for the operations team, overseeing daily activities, coordinating maintenance, and assisting in administrative tasks. This leadership position will improve coordination and response times, thus enhancing the overall efficiency of operations.

Carlos Laverty, Airport Director, presented on this item as to why this new position is needed. PAC discussion ensued.

McKim moved that this be forwarded to WIS for classification, Airport Operations Team Lead position. Hawk seconded the motion. All PAC members voted "Aye" on this motion.

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## B. Retirement of Airport Operations Manager Position

As part of the department's ongoing reorganization and to reflect their evolving operational needs, they are proposing the "retirement" of the Airport Operations Manager position. This role has effectively been renamed and incorporated into the Assistant Airport Director position, making the Airport Operations Manager position obsolete. This move aligns with their organizational objectives and streamlines leadership structure.

Carlos Laverty spoke on this agenda item to retire this position.

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## C. Request to Update Organizational Chart and Job Descriptions

- -Financial Manager
- -Airport Secretary
- -Airport operations Specialist

The current reporting structure, though functional, has shown areas where the department could improve efficiency. They propose to update the organizational chart as follows:

- -The Financial Manager, a critical role that oversees financial operations, will now report directly to the Airport Director. This change will improve communication, increase transparency, and enhance decision-making regarding financial matters.
- -The Airport Secretary, responsible for vital administrative tasks, will report to the Airport Director. This direct reporting line will enhance the flow of information, ensuring that strategic and administrative decisions are efficiently executed.
- -The Airport Operations Specialists, essential members of the operations team, will report to the newly created position of Airport Operations Team Lead. This new structure will ensure focused leadership for our operations team and improve coordination and efficiency.

To reflect the proposed changes in the reporting structure, updates to the job descriptions of the Financial Manager, Airport Secretary, and Airport Operations Specialists are necessary. These updates will outline the new reporting lines, clearly define responsibilities, and provide the required clarity to all roles involved.

Carlos Laverty presented on this agenda item.

McKim moved that the appropriate changes in the job descriptions to implement the org chart as presented here be forwarded to the Council. Hawk seconded the motion. All PAC members voted "Aye" in favor of this motion.

- AUDITOR'S OFFICE, Cathy Smith and Bri Gregory
   A. Request to Amend Job Description and Title
  - -General Ledger Manager

The Auditor's Office has found there is a need for a Grants Manager within the department. In the past this role was handled in the Commissioners' Office; however, when that position was eliminated the grant management tasks fell to the Auditor. Currently the General Ledger Manager's job description lists some of the duties performed in a grant manager's role, but the amended language updates the role to include the tasks necessary for the support the county currently requires. In addition to updating this job description to include the additional grant duties, the general job requirements have been revised to ensure the description is in line with the duties performed in this role.

Bri Gregory, Financial Director, presented on this item. Cathy Smith, Auditor, gave clarification. PAC discussion ensued.

McKim moved that this be forwarded to WIS for classification, the General Ledger Manager position description. Hawk seconded the motion. All PAC members voted "Aye" in favor of this motion.

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## B. Request to Update Organizational Chart and Job Descriptions

- -GIS Customer Service Representative
- -Internal Auditor

In the past, these two positions were structured to report differently than the current reporting structure. The actual reporting structure is reflected in the proposed organizational chart. The GIS Customer Service Representative reports to the Property Director, and the Internal Auditor reports to the County Financial Director. The job descriptions need to be updated to reflect the actual reporting structure, and the proposed organizational chart. The proposed updates will correct job descriptions to accurately reflect duties and reporting structure.

Cathy Smith, Auditor, presented on this agenda item. PAC discussion ensued.

McKim moved that the proposed revised position descriptions of the GIS Customer Service representative and Internal Auditor be forwarded to the Council. Hawk seconded the motion. All PAC members voted "Aye" in favor of this motion.

### 8. APPROVAL OF SUMMARY MINUTES AS PRESENTED

- May 2, 2023

Minutes approved as presented.

The next meeting of PAC will be held on Tuesday, July 11, 2023, at 12 Noon.

9. ADJOURNMENT Meeting adjourned at 12:58 pm