

#### 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, September 5, 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="majoratrial-worker-no-county-left">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
<b></b>			OIVELIV

#### 2. ADOPTION OF AGENDA

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#### 3. COUNCIL OFFICE, Kate Wiltz Review of WIS Recommendation

- -Council Administrator
- -Assistant Council Administrator

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## YOUTH SERVICES BUREAU, Viki Thevenow Discussion of WIS Recommendation and Request for a Second Review of Job Description -Data Specialist

17

3

The Department originally requested a reclassification for this position in May 2023. A WIS Recommendation was reviewed by PAC in June 2023. The Department requested to pull the request in order to revise the job description to add important revisions that may impact the request. The Department is requesting to a second review of the position due to revised job duties, role and responsibility clarification, and increased expectations because of new software/database implementation and added programs. The position is classified as PAT A 35 hours. The department believes this position should be a PAT C 35 hours.

## 5. SURVEYOR'S OFFICE, Trohn Enright Randolph Request to Amend Job Description

-Survey Technician

The Department is requesting to make revisions to this job description and change the position from 35 hours to 40 hours. This would allow the position to keep up with the operational needs of the office, given additional duties taken on since the creation of the position. The revised description reflects additional duties such as, but not limited to, conducting and supervising field operations, collecting geodetic controls for the preservation of the PLSS, and drafting monument records for the perpetuation of section corners within Monroe County, Indiana. The position was created and reviewed in 2018 by WIS and funded by County Council in 2020. It was not part of the comprehensive review completed by WIS in 2021.

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## 6. HIGHWAY DEPARTMENT, Lisa Ridge Request to Amend Job Description

- Administrative Assistant

This is an existing position which has been assigned additional duties and responsibilities in the last 24 months. The position is tracking all grants and local projects thoroughly for audit purposes which has increased the workload. The position has also been involved in claim processing of grant and local infrastructure projects in the absence of the Financial Manager. Other duties have been updated in the revised job description that would bring the job description to the current state.

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## 7. HEALTH DEPARTMENT, Lori Kelley Request the Creation of New Positions

68

42

31

- -Public Health Response Liaison
- -Behavior Health and Wellness Coordinator

The Department is requesting the approval of two (2) new positions to provide services under the new core service requirements as part of the new state funding Health First Indiana. Core service areas that need built, or strengthened, may include Chronic Disease Prevention, Tobacco Prevention and Cessation, Trauma and Injury Prevention, Maternal and Child Health, and Health-Related Areas during Emergencies/Disasters.

#### 8. APPROVAL OF SUMMARY MINUTES AS PRESENTED

104

-July 11, 2023

9. ADJOURNMENT

2

## Waggoner • Irwin • Scheele & Associates INC

#### MEMORANDUM

**DATE:** August 14, 2023

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

FROM: Lori Seelen and Addie Rooker

**SUBJECT:** Classification Request – Council

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the following two position requests for the County Council staff.

#### 1. County Council Administrator

This is a reclassification request. The position was last reviewed in February 2021 and classified at PAT D Exempt. The request is due to additional duties which are more complex than the current job description. The job description has been updated and the position is responsible for overseeing the preparation of the County budget, coordinating and executing activities and fiscal responsibilities, and serving as liaison between Council and departments.

Added job duties include: Supervising and directing assigned staff; Reviewing and evaluating Knowledge, Skills, and Abilities (KSA) requests for completeness and compliance; Consulting with Personnel Administrator, approving KSA requests and/or making recommendations to Council; Evaluating all prior years of service credit requests for employees returning to employment; Maintaining copies of Council Resolutions, policies, and procedures; Providing necessary assistance to Department Heads with the creation and maintenance of their annual budget; Providing departments with budget guidance and collaborating with the Auditor's Office for statutory duties; Preparing and submitting the County Council Office annual budget; Reviewing, preparing, and submitting monthly claims expenditures and tracking contractual expenditures; Working with Payroll Administrator on proposed increases and/or supplemental compensation changes; Coordinating with Personnel Administrator conducting annual reviews of job descriptions; and Coordinating with Technical Services Department to ensure Council offices and meeting technology needs are met.

Removed job duties include: Communicating with state agencies; Overseeing the administration of software; and Planning, coordinating, and monitoring the fiscal aspects of long-range capital improvement projects, and assisting with compliance.

Job requirement changes from; Bachelor's degree in accounting or a related field with a minimum of three (3) years' experience; to Bachelor's degree from an accredited college or university in accounting, government, business administration, or a related field and/or equivalent combination of education and work experience preferred.

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 505 PAT factor points. Therefore, it is recommended the position remain classified at PAT D Exempt.

#### 2. Assistant Council Administrator

This is a new position request. Information submitted by the department states the position is being requested to "ease the burden on the Council Administrator and allow the Administrator to focus on more budget/fiscal related requests from Council Members rather than the day to day operations of the Council Office. A job description has been prepared and the position will be responsible for assisting with administering department operations, managing department's website and social media information, and providing support to County Council and Council sponsored committees as directed by Council Administrator.

Duties for the position include: Assisting Council Administrator and assuming all responsibilities in their absence; Maintaining Council and Council sponsored committee web pages and social media accounts; Attending meetings to assist Council members; Assisting legal counsel, DLGF, AIC and other organizations; Assisting in reviewing agendas, packets, and minutes; Maintaining official records; Coordinating with Personnel Administrator; Performing research; and Monitoring use of Conference Room.

Job requirements for the position include: Associates Degree from accredited college or university in Accounting, Government, Business Administration, or related field and/or equivalent combination of education and work experience.

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

**Recommendation:** We factored the position at 295 PAT factor points. Therefore, if the new position is approved, it is recommended the position be classified at PAT A Non-exempt.

### POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

**POSITION:** County Council Administrator

**DEPARTMENT:** County Council

**WORK SCHEDULE:** As Assigned – 40 hours

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

DATE WRITTEN: August 1991 STATUS: Full-time
DATE REVISED: February 2021, August 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 the County Council Administrator for Monroe County Council, responsible for overseeing the preparation of the County budget, coordinating, and executing activities and fiscal responsibilities, and serving as liaison between Council and departments.

#### **DUTIES:**

Supervises and directs assigned staff, including interviewing and making hiring recommendations, providing training and orientation, analyzing workloads, planning and delegating work assignments, establishing work goals, determining the need for significant changes in responsibilities, evaluating performance results, developing and monitoring staff, reviewing position documentation and salary information, and keeping Council informed of any disciplinary concerns and/or recommending corrective action.

Reviews and evaluates Knowledge, Skills, and Abilities (KSA) requests for completeness and compliance. Consults with Personnel Administrator, approving KSA requests and/or making recommendations to Council. Consults with the legal department regarding KSA policy as needed.

Evaluates all prior years of service credit requests for employees returning to employment, verifying the prior years of service dates and approving prior years' service credit.

Maintains copies of Council Resolutions, policies, and procedures. Consults with legal department regarding the development of resolutions, policies, and procedures including reviewing, recommending, and revising policies. Implements resolutions, policies, and procedures at the direction of the Council. Determines appropriate distribution of information and seeks department input to ensure clarity of policies and procedures.

Coordinates and executes tasks relating to Council activities and fiscal responsibilities as directed by the Council. Works with legal department to ensure compliance with federal, state, and local laws, regulations, and practices.

Prepares, submits, and maintains the Monroe County government salary ordinance each fiscal year from departmental annual updates. Updates and maintains approved salary ordinance information, communicating ordinance updates with all County departments.

Oversees and maintains copies of documents and files related to the Council's statutory duties of describing and classifying positions within Monroe County Government in conjunction with the legal department.

Maintains job descriptions and distributes job questionnaires for new position requests, maintains job classification review forms and assists in filling out forms, and provides copies of review forms to the Job Classification/Compensation Sub-Committee.

Reviews all documents related to Council business including documents that require County Council signatures, meeting agendas, legal advertisements, budget information, resolutions, ordinances, and meeting minutes.

Prepares and submits the County Council Office annual budget. Reviews, prepares, and submits monthly claims expenditures and tracks contractual expenditures.

Assists with editing departmental budget spreadsheets and reviews for accuracy, communicates with state agencies to ensure compliance with state laws, and obtains budget guidance and information at the direction of the Council.

Assists Department Heads with Council requests including requests pertaining to additional appropriations and/or personnel. Provides financial data including reviewing income and expense estimates.

Provides necessary assistance to Department Heads with the creation and maintenance of their annual budget. Provides departments with budget guidance and collaborates with the Auditor's Office for statutory duties.

Executes special projects and makes recommendations.

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

Works with Payroll Administrator on proposed increases and/or supplemental compensation changes to determine the cost of the proposal.

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

Coordinates with Technical Services Department to ensure Council offices and meeting technology needs are met.

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

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 and estimates expense forecasts for the annual budget process.

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

Attends all meetings of the Council to assist with questions and concerns regarding Council business.

Attends all Personnel Administration Committee (PAC) meetings to assist committee members with questions and concerns regarding Job Description Maintenance Policy. Provides direction to departments and ensures requests are complete with appropriate forms to be reviewed by PAC. Drafts necessary forms for PAC requests including amendments necessary to affect PAC requests, fiscal impact of amendments, and provides current and /or proposed departmental organizational charts.

Attends all Council-sponsored committees, as directed. Oversees the completion of committee tasks as delegated or requested by the committee and directs Council personnel regarding task assignments.

Performs related duties as assigned.

#### I. JOB REQUIREMENTS:

Bachelor's degree from an accredited college or university in accounting, government, business administration, or a related field and/or equivalent combination of education and work experience preferred.

Ability to meet all hiring requirements, including the 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 the purpose and function of all County departments and principles and practices of salary administration and budgeting in the public sector, including having knowledge of the law and processes related to the 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.

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

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or 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 count, compute and perform arithmetic operations.

Ability to supervise and direct assigned staff, including interviewing and making hiring recommendations, providing training and orientation, analyzing workloads, planning and delegating work assignments, establishing work goals, determining the need for significant changes in responsibilities, evaluating performance results, developing and monitoring staff, reviewing position documentation and salary information, and keeping Council informed of any disciplinary concerns and/or recommending corrective action.

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 preparing 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 and 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 and interpreting fiscal procedures and resolving fiscal-related problems.

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

#### 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, driving lifting/carrying objects weighing under 25 pounds, bending/reaching, close/far vision, color/depth perception, handling/grasping objects, speaking clearly and hearing sounds/communication.

Incumbent is occasionally required to work extended and/or evening hours and travel out of town for 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 meeti Yes No	ng the job duties and requirements as outlined?
Applicant/Employee Signature	Date
Type or Print Name	
<><><>	
I have reviewed the job duties, requirements and employee.	responsibilities contained herein with the
Department Head/Supervisor signature	Date
Type or Print Name	_

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

**POSITION:** Assistant Council Administrator

**DEPARTMENT:** Monroe County Council

**WORK SCHEDULE:** As Scheduled

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

DATE WRITTEN: August 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 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 the accommodation would present an undue hardship.

Incumbent serves as Assistant Council Administrator for the Monroe County Council Office, responsible for assisting with administering department operations, managing the department's website and social media information and providing support to County Council and Council sponsored committees as directed by Council Administrator.

#### **DUTIES**:

Assists Council Administrator and assumes all responsibilities in their absence.

Maintains Council and Council sponsored committee web pages and social media accounts, updating pages with upcoming meetings, providing weblinks for meetings, and ensuring information is accurate and accessible. Maintains Council and sub-committee online event calendar.

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

Attends Council sponsored committee meetings, including but not limited to, Personnel Administration Committee (PAC), Sophia Travis Grant Committee (STG), and Food and Beverage Tax Advisory Commission (FABTAC), providing administrative support duties including scheduling meetings and presentations, serving as point of contact for service provers and public, drafting agendas, meeting packets and reports, and assisting with research tasks.

Assists legal counsel, DLGF, AIC and other organizations to inform Council of new legislation affecting Council's duties.

Assists in reviewing agendas, packets, and minutes for Council meetings and other special meetings as assigned.

Assists Council Administrator in maintaining and implementing resolutions, policies, and procedures in conjunction with County Legal department. Assists in gathering input from departments to ensure clarity of policies and procedures.

Maintains official record of Council appointments to Board of Commissioners and interfaces with appointed officials and appointees. Monitors approaching board vacancies and coordinates official appointments by Council, notifying successful applicants of appointment.

Maintains official record of applicants and award recipients for Sophia Travis Community Services Grant Fund. Receives and distributes applications and correspondence from applying agencies to Committee, coordinating meeting dates, preparing news releases, and providing clerical support. Collaborates with County Legal in preparing award recipient resolution, issuing notifications of award decisions, preparing award agreements, preparing claim vouchers for recipients' payments, and tracking required final reports of grant projects.

Coordinates with Personnel Administrator to provide assistance on Council requests/proposals.

Performs research including searching prior meeting minutes and agendas of Council and Commissioners, past appropriations, salary ordinances, resolutions/ordinances, financial statements and data maintained by other County department and government entities as assigned.

Monitors use of Conference Room and instructs users regarding proper use, communicating with Technical Services regarding requirements for meetings in conference room, coordinating with Personnel Administrator and Council Administrators in maintaining and managing detailed, long range schedule for use of conference room.

Assists in Council financial and budget duties including preparing and submitting monthly financial ledger and other reports for Council use and review, preparing budget documentation, and proof reading budget information prior to submission.

Answers telephone and serves as first point of contact for visitors and guests in Council Office responding to questions, addressing problems, taking messages, providing information and/or directing inquiries to appropriate County departments, agencies, or other offices.

Assists with Council administrative tasks including preparing documents and correspondences, sorting and distributing mail, and maintaining accurate organized files.

Monitors departmental office supply needs and maintains inventory of office supplies, submitting supplies requests as needed.

Assists in special projects related to needs of County Council as directed.

Performs related duties as assigned.

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

Associates Degree from accredited college or university in Accounting, Government, Business Administration, or related field and/or equivalent combination of education and work experience.

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

Working knowledge of standard office procedures and department computer applications and ability to use computer software programs including, but not limited to, Microsoft Access, Excel, Word, Outlook, and web design software/programs.

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

Knowledge of 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 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.

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 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 apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic calculations.

Ability to regularly work extended and evening hours as required.

#### 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 the public for purposes of exchanging information, explaining policies and procedures, and rendering service.

Incumbent reports directly to Council Administrator.

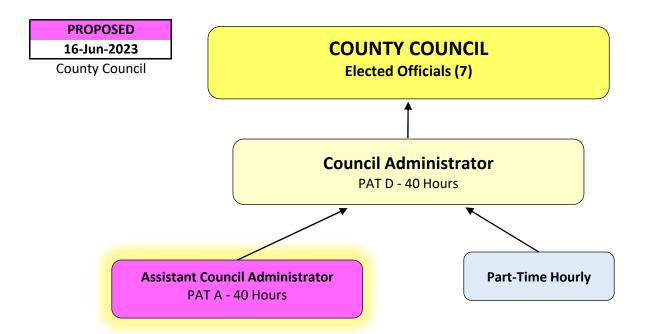
#### IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, occasionally lifting heavy records weighing up to 50 pounds, speaking clearly, hearing sounds/communications, and handling/grasping/fingering objects. Incumbent regularly works extended and evening hours, and occasionally travels out of town for seminars and conferences, sometimes overnight.

#### APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant 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 mayes No	eeting the job duties and requirements as outlined?
Applicant/Employee Signature	Date
Print or Type Name	



#### PERSONNEL ADMINISTRATION COMMITTEE

#### **Agenda Request Form**

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

DEPARTMENT: YSB			REQUESTED (Tel	ntative) : <mark>9/5/2023</mark>
Request Presenter(s): Var	nessa Schmidt and E	mily Arthur	Phon	e: 812-349-2539
Was the Council Liaison not	ified prior to submitting	g this Agenda Request:	NO	
FUND INFORMATION: (Ma	rk with an "X" in all apբ	olicable boxes)		
Fund Name: LIT - S	pecial Purpose			
Fund Number: 111	Loca	ition Number: <mark>0166</mark>		
PURPOSE OF REQUEST: (M	<u>·</u>	oplicable boxes)		
Creation of New F	Position Title:			
Amend Current Po	osition Description	Title: Data Specialist		
Hours: 35	Classification:	PAT		Level: C
Other (Specify)				
Narrative: Give a <b>DETAI</b>	LED SUMMARY explana	ation for the request (pu	ırpose, action nee	ded, etc.) .
This is a newer position and its corresponding jurcle and responsibility of software/database imp 35 hours and we believe reclassification request revisions that likely imp	ob description. We clarification, and inclementation and ad re it should be a PA to WIS as we reali	wish to reclassify the creased expectations ded YSB programs. T C 35 hours. We a	e position due s as a result o It was initially re asking PAC	to revised job duties, f new classified as a PAT A to resend this job

## Waggoner • Irwin • Scheele & Associates INC

#### MEMORANDUM

**DATE:** May 10, 2023

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

FROM: Lori Seelen, Senior Consultant

**SUBJECT:** Reclassification Request – Youth Service Bureau

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the following reclassification request for the Youth Service Bureau.

#### **Data specialist**

This is reclassification request. The position is currently classified at PAT A Non-exempt. The department is requesting reclassification to PAT C stating, "the department has now had a year past initial job creation to assess job description and outlook, the changes reflect additional duties and responsibilities". The position reports to the Deputy Director.

Added job duties to the position include: Serving as agency Quest administrator, maintaining user accounts; Performing new hire orientation for Quest database; Performing cleanup and maintenance, assisting end users, and collaborating with coworkers; Performing information searches and providing copies of documents; Serving as the agency representative for other data specific work groups; Assisting with follow-up training sessions; Maintaining training documentation and material; Maintaining department technical requests; Maintaining current knowledge of new technology; and Communicating with senior management regarding ideas and procedures.

One job duty has been removed from the position: Performing maintenance on all platforms as needed.

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

**Recommendation:** The duties added provide clarification and an increase in the volume of work. We factored the position at 290 PAT factor points. Therefore, it is recommended the position remain classified at PAT A Non-exempt and paid within the salary range for PAT A positions.

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

**POSITION:** Data Specialist

**DEPARTMENT:** Youth Service Bureau

WORK SCHEDULE: As Assigned

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2022 STATUS: Full-time

DATE REVISED: May 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 proves or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as the Data Specialist for Youth Service Bureau of Monroe County, responsible for managing agencies data systems and access, and maintaining, analyzing, and reporting data as required.

#### **DUTIES**:

Assesses (ongoing) software and database needs of YSB of Monroe County.

Serves as agency Quest administrator, maintaining user accounts. Performs new hire orientation for Quest database. Routinely performs cleanup and maintenance, assisting end users, and collaborating with coworkers to ensure data reliability. Responsible for ongoing configurations and template creation for program needs.

Procures, organizes, and presents statistics as directed by the agency for compliance, quality improvement, and special requests. Performs information searches and provides copies of documents upon request. Establishes, maintains, and ensures the safety of various files and reports.

Serves as a liaison between YSB and external providers related to software and platforms and serves as the agency representative for other data specific work groups as assigned.

Provides initial training for all YSB staff on relevant platforms. Assists with follow-up training sessions as requested by supervisors, including one-on-one training and formal presentations to small groups.

Maintains training documentation and materials, including equipment, software manuals, and other reference materials. Updates content and methods of presentation as needed. Develops and maintains technical reference library.

Maintains department technical requests including, but not limited to assistance from TSD from other county departments, and helpdesk tickets for software platforms such as IHCDA, HMIS Helpdesk, DARMHA, Quest, etc..

Ensures protection of confidentiality and security of data through maintenance of databases and communication with the Technical Services Department.

Monitors, diagnoses, and corrects problems on all platforms as needed and/or communicates with appropriate corresponding helpdesk. Develops and implements plans and strategies for database maintenance and upgrades. Presents plans and requests for upgrades to Executive Director. Collaborates with Monroe County TSD to monitor and update YSB county website.

Maintains various materials, records, and logs including, but not limited to, monthly and annual statistics spreadsheet and Performance Improvement Data.

Monitors timelines in relation to the retention and/or expungement of records.

Attends meetings and maintains communication with Youth Shelter staff, counselors, and supervisor needs related to various databases.

Attends conferences, staff development seminars, training, and/or workshops as required. Maintains current knowledge of new technology by reading related publications and attending seminars, conferences, and/or meetings.

Communicates with senior management regarding ideas and procedures to assist with informed decisions for technology and related issues. Provides recommendations regarding replacement and recent technologies as they become available and useful.

Performs related duties as assigned.

#### I. JOB REQUIREMENTS:

Bachelors degree in information technology or related field, with a minimum of one year experience with statistical analysis preferred.

Ability to meet all Department health and physical hiring and retentions requirements, such as passing annual tuberculosis test, medical exam, and drug screening.

Ability to meet all FSSA Licensing requirements for trainings and training topics within the training year.

Working knowledge of and ability to ensure compliance with federal, state and local regulations and policies governing youth Shelter operations, and department policies and procedures.

Working knowledge of dangers of bloodborne pathogens and communicable diseases and ability to utilize universal health precautions to prevent infection of self and others.

Knowledge of adolescent and family services and programs available in Monroe and surrounding counties and the ability to coordinate and develop professional relations with other agencies in the community.

Knowledge of Youth Services Bureau of Monroe County policies, procedures, and general operations.

Ability to properly operate standard office applications and equipment, including but not limited to laptop computer, Microsoft Windows, Word and Excel, copy machine, fax machine, and telephone.

Ability to maintain detailed records and maintain confidentiality of department records and information according to state requirements.

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

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

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

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

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

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

Incumbent exercises discretion and independent judgment in selecting the appropriate approach to properly address specific situations and circumstances.

#### III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks, with desired results clearly specified. Unusual situations or problems are discussed with the supervisor, and incumbent is responsible for applying standard practices and precedents to individual work assignments. Work product is periodically assessed for achievement of desired results, and compliance with Department policies and procedures.

#### IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communications with co-workers, other County departments, vendors, work groups, and the public for the purpose of providing instructions and rendering service.

Incumbent reports directly to the Deputy Director of the Youth Services Bureau.

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

Incumbent performs duties in a residential youth shelter, involving sitting for long periods, sitting and walking at will, keyboarding, speaking clearly, hearing sounds/communication, lifting/carrying objects weighing up to 25 pounds, and close vision.

Incumbent is occasionally required to work extended, evening, and/or weekend hours and travel out of town sometimes overnight as needed.

#### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Data Specialist for the Monroe County Youth Services Bureau 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 Yes No	neeting the job duties and requirements as outlined?	
Applicant/Employee Signature	Date	
Type or Print Name		
I have reviewed the job duties, requirements	and responsibilities contained herein with the employe	e.
Applicant/Employee Signature	Date	
Type or Print Name		

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Data Specialist

**DEPARTMENT:** Youth Service Bureau

WORK SCHEDULE: As Assigned

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2022 STATUS: Full-time

DATE REVISED: August 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 proves or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as the Data Specialist for Youth Service Bureau of Monroe County, responsible for managing agencies data systems and access, and maintaining, analyzing, and reporting data as required administration of the department's data systems and access, generating reporting data and directing the data analysis process.

#### **DUTIES**:

Supports overall YSB mission to provide a safe and secure environment for the community, while aiding in transparency with the community on statistical data of interest.

Ensures compliance with state and federal guidelines by closely adhering to established regulations and policies including but not limited to: DCS contracts, IYSA guidelines, grantor guidelines, etc.

Assesses (ongoing) software and database needs of YSB of Monroe County.

Serves as data system administrator, overseeing all user accounts for our office. Performs new hire orientation on data management system and practices. Develops training documentation and materials, including equipment, software manuals, and other reference materials. Updates content and methods of presentation as needed. Generates technical reference library. Provides initial training for all YSB staff on relevant platforms. Directs follow-up training sessions including on-on-one training and formal presentations to small groups.

Develops and implements data quality standards and protocols, performing regular data audits and implementing corrective actions as necessary. Coordinates with team supervisors to assess ongoing software and database needs, as well as generate innovative and effective solutions to address complex challenges and meet objectives. Responsible for ongoing configurations of system maintenance and template creation for program needs.

Gathers and maintains Procures, organizes, and presents statistics as directed by the agency for compliance, quality improvement, and special requests. Performs information searches and provides copies of documents upon request. Establishes, maintains, and ensures the safety of various files and reports.

Serves as a liaison between YSB and external providers related to software and platforms. Also serves as the agency representative for other data specific work groups as assigned.

Maintains department technical requests including, but not limited to assistance from TSD, assistance from other county departments, and help-desk tickets for software platforms (IHCDA HMIS Help Desk, DARMHA, Quest, etc.).

Ensures protection of confidentiality and security of data through maintenance of databases and communication with the Technical Services Department.

#### Performs maintenance on all platforms as needed.

Monitors, diagnoses, and corrects problems on all platforms as needed and/or communicates with appropriate corresponding help desk. Develops and implements plans and strategies for database maintenance and upgrades. Presents plans and requests for upgrades to Executive Director. Collaborates with Monroe County TSD to monitor and update YSB county website.

Maintains various materials, records, and logs including, but not limited to, monthly and annual statistics spreadsheet and Performance Improvement Data.

Monitors timelines in relation to the retention and/or expungement of records. Directs retention and/or expungement of records. Delegates tasks as required based on changing priorities and resource availability.

Attends meetings and maintains communication with Youth Shelter staff, counselors, and supervisor needs related to various databases.

Attends conferences, staff development seminars, training, and/or workshops as required. Maintains current knowledge of new technology by reading related publications and attending seminars, conferences, and/or meetings.

Communicates with senior management regarding ideas and procedures to assist with informed decisions for technology and related issues. Provides recommendations regarding replacement/recent technologies as they become available and useful.

Performs related duties as assigned.

#### I. JOB REQUIREMENTS:

Bachelor's degree in information technology or related field. A minimum of one year experience with statistical analysis preferred.

Ability to meet all Department health and physical hiring and retentions requirements, such as passing annual tuberculosis test, medical exam, and drug screening.

#### Proficiency in HTML and other coding languages is strongly preferred.

Ability to meet all FSSA Licensing requirements for trainings and training topics within the training year.

Working knowledge of and ability to ensure compliance with federal, state and local regulations and policies governing youth Shelter operations, and department policies and procedures.

Working knowledge of dangers of bloodborne pathogens and communicable diseases and ability to utilize universal health precautions to prevent infection of self and others.

Working knowledge and ability to operate standard office applications and equipment, including but not limited to laptop computer, Microsoft Windows, Word and Excel, copy machine, fax machine, and telephone.

Knowledge of adolescent and family services and programs available in Monroe and surrounding counties and the ability to coordinate and develop professional relations with other agencies in the community.

Knowledge of Youth Services Bureau of Monroe County policies, procedures, and general operations.

Ability to maintain detailed records and maintain confidentiality of department records and information according to state requirements.

Ability to effectively communicate using verbal and written skills with, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

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

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

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

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

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

Incumbent exercises discretion and independent judgment in selecting the appropriate approach to properly address specific situations and circumstances. Incumbent's duties are broad in scope involving careful consideration of unique situations and resolution of multiple, sometimes conflicting variables and choices. Duties are performed according to local, state, and federal regulations, funding source requirements, and department procedural and personnel policies, requiring independent judgment in selecting appropriate methods and precedents to apply to varying circumstances.

#### III. RESPONSIBILITY:

Incumbent's performance has a significant impact on overall department operations and functions, with work reviewed for soundness of judgment and achievement of desired results.

Incumbent is responsible for proper completion of assigned tasks, with desired results clearly specified. Unusual situations or problems are discussed with supervisor, and incumbent is responsible for applying standard practices and precedents to individual work assignments. Incumbent applies standard department policies and procedures to varying situations, referring extremely unusual problems/situations to supervisor as needed. Work product is periodically assessed for achievement of desired results, and compliance with Shelter policies and procedures. Undetected errors could compromise the integrity of data, potentially resulting in a significant loss of data quality, inconvenience to other agencies, or loss of funding.

#### IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communications with co-workers, other County departments, ASI-ware, Bamboo HR, HMIS, DARMHA/CANS, elected officials, state agencies, funding and accrediting/licensing agencies, and the public for the purposes of providing instructions and information in performing duties exchanging and explaining information, instructing and training personnel, and resolving problems.

Incumbent reports directly to the Deputy Director of the Youth Services Bureau/Shelter.

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

Incumbent performs duties in a residential youth shelter, involving sitting for long periods, sitting and walking at will, keyboarding, speaking clearly, hearing communication, lifting/carrying items weighing up to 25 pounds, and close vision. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town sometimes overnight as needed.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Data Specialist for the Monroe County Youth Services Bureau Shelter describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meet YesNo	ing the job duties and requirements as	outlined?
Applicant/Employee signature	Date	
Type or Print name	_	
<b>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</b>		
I have reviewed the job duties, requirements and	responsibilities contained herein with t	the employee.
Department Head/Supervisor signature	Date	
Type or Print name	-	

#### JOB CLASSIFICATION REVIEW FORM

#### County of Monroe, Indiana

An Equal Opportunity Employer

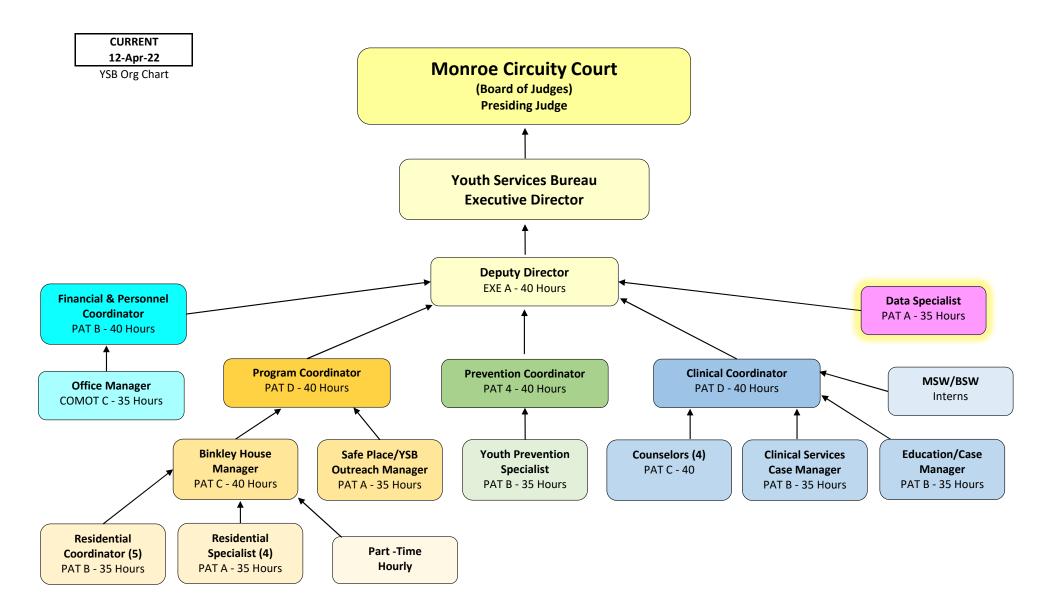
This form is to be completed by the employee holding the position and/or the Elected Official/ Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Monroe County Council and Personnel Administration Committee in reviewing requests for classification of jobs.

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

 Attach additional pages as needed; return completed form to the COUNCIL ADMINISTRATOR Fund-Account-Location 1114-11126-0166 Data Specialist Job title Department YSB Full-time Part-time Exempt Non-exempt Current Classification PAT A/35 hour Requested Classification PAT C/35 hour Proposed pay \$25.05 per hour Current pay \$ 22.63 Employee(s) in this position: (attach supplemental sheet if necessary) Emily Arthur with 4 years FT service (\$25.15/hr current, \$27.84/hr if reclassified) TYPE OF ACTION REQUESTED Seniority review Abolish position Create position Pay policy application/interpretation issues Oualifications requirements review Reclassification due to change in duties, responsibilities, work conditions, etc. Other *Please describe*: Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review Describe why this new position/added employee/classification review is necessary. 1. This classification review is necessary due to revised job duties, clarity on role responsibilities, as well as increased job expectations. The department has also now had a year past initial job creation to assess job description and outlook.

2.	Have you previously requested this new position? yes no	ion/added employee/reclassification of this existing			
	If yes, describe date and outcome of that reque	est:			
	WIS recommended the position remain of	classified as a PAT A.			
3.	If this is a request for classification review of description and make any revisions that are ne Attach a copy of the existing job description wadditions and Strikethrough for deletions.	ecessary to describe the job being performed.			
	Do these revisions constitute <i>additional</i> duties existing job description? ves no	and responsibilities since the adoption of the			
	If not, explain why the existing description is	no longer accurate:			
<u></u>					
	Questions 4 through 8 to be completed	d by Elected Official/Department Head			
4.		Are the job functions described on this form currently being performed by your office/department? yes no If yes, name those job title(s) and classifications:			
	Job title	*Classification			
2	Job title	8.40			
	Job title	*Classification			
	* Current classification of position may be impanother position.	pacted by the creation of or reclassification of			
5.	Is this request a result of new legislation, a mandate, or litigation? ves no If yes, specify statute citation and/or case:				
6.	Is this request based on increased volume of we				
	Volume of work has increased following a new software database	se implementation, the required uplease of the new database			
		se implementation, the required upkeep of the new database			

7.	If you answered <i>yes</i> , to question 6, are there existing technologies that could lessen the volume for this or related positions? ves no If <i>yes</i> , please describe, including estimated costs:			
8.	State specifically how creation of a new position/added employee/reclassification of this position			
	would benefit the County:  The reclassification of this position would benefit the County by competing	with market value of like jobs, encouraging staff		
	retention, attracting future qualified candidates, and assistin			
Signati I und	THORIZATION BY EMPLOYEE:  ure of employee(s) assigned to the position being considered for reclassive erstand that this request in no way jeopardizes my employee.	yment, and that if the reclassification		
same.	w proceeds, it may result in the position being upgraded,	downgraded, or remaining classified the 08/20/2023		
-	oyee signature	Date		
Empl	oyee signature	Date		
Empl	loyee signature	Date		
Empl	loyee signature	Date		
	THORIZATION BY APPOINTING AUTHOR ure required by Elected Official/Department Head	RITY:		
	e reviewed this reclassification request with the employee agree, please comment:	e(s), and gree lisagree.		
opera	erstand this request is subject to an organizational assessmations, and that I will be available to personally participate ty Council, Personnel Administration Committee, and co	e and provide requested information to the		
Signa	ature of Elected Official/Department Head	Date		
Name	e typed or printed Victoria Thevenow			



#### PERSONNEL ADMINISTRATION COMMITTEE

#### **Agenda Request Form**

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

DEPARTMENT: Surveyor	MEETING DATE REQUESTED (Tentative): 9/5/2023		
Request Presenter(s): Trohn Enright-Randolph	Phone: (812) 349-2571		
Was the Council Liaison notified prior to submitting	this Agenda Request: YES		
FUND INFORMATION: (Mark with an "X" in all appl	icable boxes)		
Fund Name: County General / Surveyor	Corner Fund		
Fund Number: 1000/1202 Locat	ion Number: 12009		
PURPOSE OF REQUEST: (A daugh with any WVII in all any	disable because		
PURPOSE OF REQUEST: (Mark with an "X" in all applementation of New Position Title:	oncable boxes)		
Amend Current Position Description T	itle: Survey Technician		
Hours: 40 Classification:	PAT Level: A		
Other (Specify)			
Narrative: Give a DETAILED SUMMARY explana-	tion for the request (purpose, action needed, etc.) .		
The Office of the Monroe County Surveyor is requesting to change this position from FT 35 hours/week to FT 40 hours/week and revisions to the job description for WIS review.			
The 40-hour work week would allow the Su of the Office, given additional duties taken	rvey Technician to keep up with the operational needs on since the creation of the position.		
The revised description reflects additional duties such as but not limited to conducting and supervising field operations, collecting geodetic controls for the preservation of the PLSS, and drafting monument records for the perpetuation of section corners within Monroe County, Indiana.			
The position was created and reviewed in 2018 by WIS and funded by County Council in 2020. It was not part of the comprehensive review completed by WIS.			

## POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Survey Technician DEPARTMENT: County Surveyor

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

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: June 26, 2018 STATUS: Full-time

DATE REVISED: 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. 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 cause an undue hardship.

Incumbent serves as Survey Technician, responsible for assisting the Professional Surveyor in administering gathering evidence, researching the chain of history of the Public Land Survey System's (PLSS) and preserving its integrity. Conducts field operations and collects geodetic controls for the preservation of the PLSS and drafts monument records for the perpetuation of section corners within Monroe County, Indiana. Assists the public with questions related to PLSS and section corner perpetuation duties. Maintains the Survey Utility database within a GIS; and performs various GIS duties including producing, creating, and maintaining GIS layers, maps, and web applications. Provides administrative support to the County Surveyor and assists the Professional Surveyor in administering those portions of the statutory duties of the Office of the Monroe County Surveyor that constitute the "practice of land surveying" as defined in IC 25-21.5-1-7; building and maintaining Survey Utility database; and performing various GIS duties including producing, creating, and maintaining GIS products.

#### **DUTIES**:

Assists the Professional Surveyor in administering those portions of the statutory duties of the Office of the Monroe County Surveyor that constitute the "practice of land surveying" as defined in IC 25-21.5-1-7. (Moved to Paragraph 19)

Gathers evidence to assist in determining the original location of each section corner, including researching original Public Land Survey System (PLSS) notes, deeds, plats, surveys, highway plans, corner records, private survey records, aerial photography, evidence from knowledgeable landowners, and field evidence found or referenced in historical documents.

<u>Identifies</u> and analyzes recorded documents housed within the County Recorder's Office and utilizes their digital records database management software.

Prepares and maintains equipment for fieldwork, prepares the County surveying vehicle, loads necessary equipment, stocks with supplies used in the field such as posts, mag nails, magnets, and rebar. Performs field work, including carrying equipment, locating witness monuments, clearing underbrush, collecting measurement data, searching for section corner survey monuments, and preparing field notes. Cleans equipment that has been out in field conditions such as rain, snow, and mud. Fuels and cleans out County surveying vehicle. (Moved and desecription consolidated in Paragraph 18)

Gathers evidence that may assist in determining the original location of each section corner, including researching original Public Land Survey (PLS) notes, deeds, plats, surveys, highway plans, corner records, private survey records, aerial photography, evidence from knowledgeable landowners, and field evidence. (Moved to Paragraph 1)

Locates and analyzes unrecorded abstract land record information, including plats, deed records, and related documents regarding the PLSS to determine a legal history of the property. Documents the chain of history of each PLSS corner monument and its origin, subsequent surveys of the property, and the lineage of monumentation used to memorialize the corner(s) original location. Develops a *Theory of Location* for the preservation of the PLSS monument.

Researches and abstracts land record information, including plats, deed records, and related documents regarding PLS system. (Moved and expanded Paragraph 12)

Supervises assigned personnel, including <u>assisting with interviews and making hiring</u> <u>recommendations</u>, planning, <u>and</u> delegating <u>and reviewing</u> work assignments and coordinating field survey operations.

Conducts and delegates fieldwork operations, including calibrating Global Navigation Satellite System (GNSS) equipment and associated accessories, collecting measurement data, locating PLSS section corner monuments and witness monuments, perpetuating section corners, and preparing field notes.

Assists in the collection of geodetic coordinates with GNSS equipment. Uses collected GNSS data to coordinate geometry (COGO) to locate related survey monuments in the field.

Uploads collected field data from GNSS equipment to Computer-Aided Design (CAD) software. Drafts site drawings in CAD, and creates PLSS Monument Records to bring before the County Surveyor and the Surveyor Review Board for certification.

Maintains legal survey record index of the PLSS.

Works closely with County Surveyor and Professional Surveyor to define goals and objectives of the Office.

<u>Provides administrative support to the County Surveyor and Professional Surveyor in evaluating professional service agreements with Licensed Land Surveyors.</u>

<u>Informs property owners adjacent to PLSS monuments about the importance of monument preservation in order to protect the rights of property owners.</u> Assists <u>the public</u> with questions related to PLSS <u>system</u> and section corner perpetuation projects.

Builds and maintains Survey Utility database. (Moved to paragraph
below) Researches and acquires locations copies of surveys and survey related records for each
PLS Section, to assist in developing a legal history of a property. Communicates these findings to
the public and communicating and coordinating with a variety of various organizations, including
other County departments, private surveying firms, Corps of Engineers, Hoosier National Forest,
Indiana Department of Natural Resources, and Indiana Department of Transportation. Provides
technical assistance in identifying the locations of recorded and unrecorded surveys.

Builds and maintains the Survey Utility geospatial database and supervises assigned personnel in the maintenance of the database.

Categorizes, indexes, digitizes, <u>georeferences</u> and incorporates surveys into Survey Utility <u>geospatial</u> database.

Acquires and indexes digital and physical copies of surveys recorded each month, incorporating surveys into database.

Performs various GIS duties, including producing printed maps, providing GIS products and information for reports and presentations; exporting and sharing spatial data, creating, maintaining, and updating databases; operating computer software to update maps; and providing technical assistance to employees in the County.

Creates and maintains a new land data GIS layer from County Planning filings to assist Professional Surveyor, County Surveyor, and Planning Department with their evaluation of new subdivisions. (Moved to Paragraph 19)

Works with the GIS Division to test new software developments. Assists the GIS Coordinator with answering calls from other agencies and the public regarding parcel data and various County public-facing webapps and web maps.

Maintains legal survey records and official corners of PLS system. (Moved to Paragraph 7 & 8)

Maintains current knowledge of GIS software and emerging technologies by attending trainings, conferences, and working with the County's GIS Division.

Creates and maintains a land data geodatabase from County Planning filings including: drainage easements, ingress and egress, conservation areas, utilities, septic, and other areas of interest to assist the Surveyor's Office, Health Department, Stormwater Program, Drainage Board, and Planning Department with their evaluation of new subdivisions.

Supervises field assistant in the preparation and maintenance of field equipment, including maintaining the County surveying vehicle, loading necessary equipment, inventorying, and purchasing field supplies such as posts, mag nails, magnets, rebar, and personal protective equipment.

Works closely with County Surveyor and Professional Surveyor to define goals for Office. (Moved to paragraph 9)

Assists the Professional Surveyor in administering those portions of the statutory duties of the Office of the Monroe County Surveyor that constitute the "practice of land surveying" as defined in IC 25-21.5-1-7. Attends conferences and seminars to maintain current knowledge of laws and other trends in the field. Gives presentations for the continued education of Licensed Surveyors and Licensed Surveyors in Training.

Performs related duties as assigned.

#### I. JOB REQUIREMENTS:

<u>Bachelor's Degree of Science, Geography or an</u> Associate Degree in land surveying or equivalent work experience.

Ability to meet all departmental hiring requirements, including passage of a written exam.

Thorough knowledge of the Public Land Survey System.

Working knowledge of surveying, drainage, legal terminology, and computer/information processing.

Working knowledge of Monroe County boundaries, County road system, and County topography.

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

Ability to interpret and utilize all resources for the retracement of original section corners.

Ability to properly operate standard office and surveying equipment, such as GPS equipment, radar gun, laser measurement tools, construction levels, survey total station, AutoCAD, and ArcMap.

Ability to take action based on data analysis.

Ability to supervise assigned personnel, coordinate field survey operations, verify accuracy of work, and provide instruction as needed.

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

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

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

Ability to work with others in a team environment and on several tasks at the same time.

Ability to understand, memorize, retain, and carry out written or oral instructions. Ability to plan and layout assigned work projects.

Ability to work both indoors and outdoors, regardless of weather conditions to accomplish tasks required to perpetuate section corners.

Ability to occasionally work extended hours.

Possession of a valid driver's license and ability to drive a vehicle to perform field duties.

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

Incumbent performs duties involving many variables and considerations. Incumbent performs duties according to technical specifications and standard practices of the profession, and responds to variables posed by changing field conditions.

#### III. RESPONSIBILITY:

Incumbent's assignments are guided by broad policies and/or general objectives. Decisions are always determined by specific instructions or existing, well established policies and procedures. Work is reviewed for soundness of judgment, attainment of objectives, and adherence to instructions and/or guidelines.

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

Incumbent maintains frequent communication with co-workers, other County departments, private surveying firms, and the public for the purpose of exchanging factual information and results, and making referrals to other organizations.

Incumbent reports directly to Monroe County Surveyor and Professional Surveyor.

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

Incumbent performs duties in a standard office and in the field, involving working in extreme hot or cold temperatures, walking long distances on uneven terrain while carrying heavy objects and wearing protective clothing. Incumbent may be required to lift and carry objects weighing between 25 to 50 pounds, close/far vision, and hearing sounds/communication. Incumbent is occasionally required to work extended hours.

#### APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Survey Technician for the Monroe County Surveyor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting YesNo	ng the job duties and requirements as outlined?
Applicant/Employee signature	Date
Print or Type Name	_

# JOB CLASSIFICATION REVIEW FORM

# County of Monroe, Indiana

An Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/ Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Monroe County Council and Personnel Administration Committee in reviewing requests for classification of jobs.

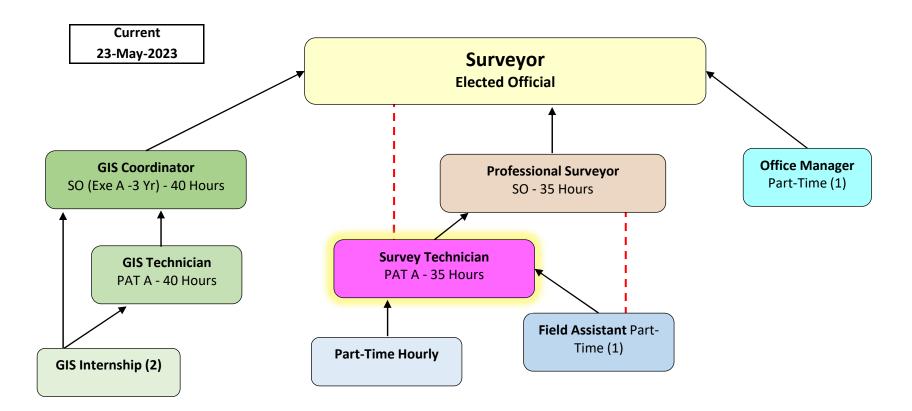
Review the "Job Classification and Compensation Maintenance Plan" prior to completing this form to ensure the proper procedures have been taken regarding adding or reviewing a position.

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

	<sub>le_</sub> Survey Technician	Fund-Account- Location 1000/1202
Depart	Surveyor's Office	Date 08/25/2023
<b>√</b> Full-	-time Part-time Exempt Non-	exempt
Curren	nt Classification PAT A	Requested Classification PAT B/C
	th pay \$_45,773.00 per Year	Proposed pay \$ per
Emplo	yee(s) in this position: (attach supplemental s	heet if necessary)
:		
-		
TYPI	E OF ACTION REQUESTED	
Qual		ish position Seniority review policy application/interpretation issues polities, work conditions, etc.
	er Please describe:	,
		pleted jointly by the employee and/or ent Head initiating the review
1.	Describe why this new position/added emplo	yee/classification review is necessary.
	Duties have expanded and been identified si	nce the funding of the position in 2020.
	For example, operating GNSS equipment, Drafting site draw	ings in CAD, and creating PLSS Monument Records.

If yes, describe date and outcome of	that request:
description and make any revisions t	eview of an existing position, review the current job hat are necessary to describe the job being performed. cription with your revisions marked with <b>Bold Red</b> for etions.
Do these revisions constitute addition existing job description? ves no	<i>nal</i> duties and responsibilities since the adoption of the
If not, explain why the existing descri	ription is no longer accurate:
Are the job functions described on th	ompleted by Elected Official/Department He
Are the job functions described on th	nis form currently being performed by your office/name those job title(s) and classifications:  nty Surveyor *Classification N/A
Are the job functions described on the department? \( \sqrt{yes} \) roo If yes,  Job title	nis form currently being performed by your office/ name those job title(s) and classifications:  nty Surveyor  *Classification  *Classification
Are the job functions described on the department? ves no If yes,  Job title  Job title  Job title  Job title	nis form currently being performed by your office/ name those job title(s) and classifications:  nty Surveyor  *Classification  *Classification
Are the job functions described on the department? \( \sqrt{yes} \) no If yes,  Job title  Job title  * Current classification of position in another position.	is form currently being performed by your office/ name those job title(s) and classifications:  nty Surveyor  *Classification  *Classification  *Classification  any be impacted by the creation of or reclassification of the compact

7.	If you answered <i>yes</i> , to question 6, are there existing technolog for this or related positions? $$ yes $$ no If <i>yes</i> , please des	gies that could lessen the volume scribe, including estimated costs:
8.	State specifically how creation of a new position/added employ would benefit the County:	yee/reclassification of this position
	These revisions will preserve the continuity of operations and provide a higher le	evel of standards in our perpetuation project.
	Also, this will eliminate vague language and clearly outline	
Signati	THORIZATION BY EMPLOYEE:  ure of employee(s) assigned to the position being considered for reclassification.  erstand that this request in no way jeopardizes my employment, a	and that if the reclassification
	w proceeds, it may result in the position being upgraded, downgra	
Jas	son George	08/25/2023
Empl	oyee signature	Date
Jas	Son M George  Digitally signed by Jason M George DN: cn=Jason M George, o=Monroe County Surveyor, ou=MCSO, email=jgeorge@co.monroe.in.us, c=US Date: 2023.08.24 14:34:52-04'00'	08/25/2023
Empl	oyee signature	Date
Empl	oyee signature	Date
Empl	oyee signature	Date
	THORIZATION BY APPOINTING AUTHORITY: ure required by Elected Official/Department Head	
	e reviewed this reclassification request with the employee(s), and agree, please comment:	√agree disagree.
opera	erstand this request is subject to an organizational assessment of a tions, and that I will be available to personally participate and pro ty Council, Personnel Administration Committee, and consultant	ovide requested information to the
		08/25/2023
	ture of Elected Official/Department Head	Date
Trohr	n Enright-Randolph  Obi: critical Eright-Randolph on Morroe County Surveyor, out-Office of the Morroe County Surve	
Name	typed or printed Trohn Enright-Randolph	



#### PERSONNEL ADMINISTRATION COMMITTEE

## **Agenda Request Form**

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

EPARTMENT: Highway MEETING DATE REQUESTED (Tentative):				
Request Presenter(s):	Lisa Ridge		Phone:	812-349-2577
Was the Council Liaison	n notified prior to submitting	this Agenda Request:	YES	
FUND INFORMATION:	(Mark with an "X" in all appl	licable boxes)		
Fund Name: Mot	or Vehicle Highway			
Fund Number:	11176 Locat	tion Number: 0000		
PURPOSE OF REQUEST	: (Mark with an "X" in all app	plicable boxes)		
Creation of No	ew Position Title:			
<b>✓</b> Amend Curre	nt Position Description T	Fitle: Administrative Assis	tant	
Hours: 40	Classification:	PAT	ı	Level: A
Other (Specify	<i>'</i> )			
Narrative: Give a DE	ETAILED SUMMARY explana	tion for the request (pu	rpose, action neede	d, etc.) .
The position is tracl increased the work local infrastructure	on has been assigned acking all grants and local load. The position has projects in the absence sed job description that v	projects thoroughly also been involved of the Financial Ma	for audit purpo in claim proces nager. Other du	ses that has sing of grant and uties have been

#### POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

**POSITION:** Administrative Assistant

**DEPARTMENT:** Highway

WORK SCHEDULE: 7:00 a.m. - 4:30 p.m., Flexed 7:30 am to 4:00 pm M-F

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

DATE WRITTEN: September 1991 STATUS: Full-time

DATE REVISED: July 2007, February 2021 FLSA STATUS: Non-exempt

Revised 8/2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. 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 Administrative Assistant for the Monroe County Highway Department, primarily responsible for processing payroll, invoices, and claims and responsible for providing management and clerical support services to office personnel, overseeing operations in the absence of the Financial Manager, maintaining various databases, serving as Secretary to the Traffic Commission Board, and performing a variety of other administrative, secretarial, and clerical duties.

#### **DUTIES:**

Answers multi-line telephone and greets office visitors, responds to complaints and other inquiries or refers them to the correct person. Takes messages, schedules appointments, and/or directs callers to appropriate person or department.

Types correspondence, memorandums, forms, reports, and related documents for Department and to the Traffic Commission Board. Copies and files documents appropriately and maintains updated files. Processes Department mail and distributes accordingly.

Assists the MS4 Coordinator with tracking contract costs and reporting expenses to the Stormwater Management Board. Prepares Stormwater Management Board and Drainage Board agendas in absence of the MS4 Assistant.

Processes and audits department invoices and claims in the Highway Department software program (CHARTS), verifying information, obtaining W-9's, posting proper ledger accounts, distinguishing between restricted and non-restricted funds, balancing and reconciling accounts, preparing and submitting financial reports, transfers, corrections and other documents as required, and routing to County Auditor's Office as needed. Assist Financial Manager with claim processing, reimbursements and grant funds as needed for Federal Aid projects. Assist Highway Director with financial requests during the absence of the Financial Manager for grant funds and federal aid projects.

Processes and audits Engineering Department, Stormwater Department, Cumulative Bridge and Highway Fleet Maintenance invoices and claims, verifying information, posting to proper accounts, balancing and reconciling accounts, preparing and submitting financial reports and documents as required, and routing to County Auditor's Office as needed. Answers questions regarding claims, corrections and adjustments and communicates with the Auditor's Office as needed.

Balance budgets in CHARTS, highway department accounting system. Reconcile accounts by comparing CHARTS to the Auditor's Accounting System (LOW). Work with the Auditor's office on any discrepancies and work to rectify those issues within the programs and submit corrections as needed.

Create and maintain spreadsheets for Capital Improvement projects. This includes, creating files for all phases which includes tracking contracts, invoices, and vendor information for distribution to the Auditor's office for the year end audit reporting for Capital Improvement Projects. Scanning all documents and maintaining all the electronic files in a specific location for audit purposes.

Maintains accounts payable database system, tracking vendor accounts and creating new accounts as needed plus compiling required documents from perspective venders and submitting to Auditor's office. Answers questions regarding accounts payable and communicates with Fleet Maintenance Coordinator regarding invoices, billing, and budgeting. Duplication on duties, explained more in depth in added information.

Processes payroll in CHARTS. Audits timesheets and timecards, verifying information and posting to proper accounts. Maintains payroll database system, updating employee records, creating new accounts as needed, tracking pay increases, bonuses, and job transfers, updating the payroll spreadsheet and submitting a summary to the Employee Services Payroll Administrator each pay period. Answers questions regarding staff and communicates with Employee Services Payroll Administrator regarding payroll, employee documents, benefit time and FMLA time. Records attendance and prepares annual payroll for the Traffic Commission Members.

Maintains employee database system, tracking employee accounts, creating new accounts as needed, compiling required documents for prospective, new or terminated employees and submitting to the Payroll Administrator. Answers questions regarding timesheets and benefit time.

Balances and reconciles monthly fund status sheets, preparing and submitting related financial reports and documents as required.

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

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

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

Assists with interns/part-time employees, including providing direction, training, and instruction.

Serves as liaison for Monroe County Commissioners, Legal Department, Auditor's Office, and all other-departments with fuel needs in managing vendor accounts. Distributes county fuel to various departments. Distribute monthly maintenance invoices to Stormwater and Cumulative Bridge for reimbursement for Fleet maintenance. Prepare receipts for the Auditor's office as needed.

Serves as secretary for the Traffic Commission, including answering telephone and receiving traffic sign requests, preparing meeting agendas, and taking and typing meeting minutes. Report the findings the of the Traffic Commission Boards decisions to appropriate people. Prepares Traffic Ordinances to be

approved by County Commissioners and maintains ordinance list in database including all signs in the County, location, and date of approval. Assists with various reports and information related to Traffic Commission, sign inventory, and utility locates. Records attendance and prepares annual payroll for the Traffic Commission Members.

Contacts residents, explaining procedures, and providing information about hearings or related issues concerning Traffic Commission. Manage updates of agendas and minutes on the county website. Manage Special Event application on OpenGov. Work closely with the event requestor to ensure all paperwork is submitted by the event coordinator before presenting to the Traffic Commission Board. Submit Event permits through OpenGov after approval from the Traffic Commission Board.

Maintains and updates department files and monitors inventory of office supplies and materials, pricing and submitting requisitions as needed.

Compiles and notifies the local emergencies, schools, and radio of the current road closings or press-releases when the Financial Manager is not available. Prepares weekly road closings and construction notices for county projects. Submit notices to the distribution list for emergency personnel, media and schools. Post weekly updates on the county website. Prepare emergency road closures for the department for distribution to emergency services.

Submit bid advertisements to the local media, the county website and the Monroe County Legal Department.

Performs all duties of Financial Manager in his/her absence, including paying Highway claims and balancing accounts, processing Department payroll, maintaining employee records, and tracking pay increases, bonuses, and job transfers. These duties are described in more detail above and are under the duties of this position, not just when the Financial Manager is absent.

Assists the Operation Manager with special projects including data entry or on-site inspections.

May attend additional education workshops or training seminars as required. Performs related duties as assigned.

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

Associates degree in business/accounting or equivalent or high school diploma or GED. Previous secretarial or office experience preferred.

Thorough knowledge of standard office policies and practices of Highway Department, with ability to apply such knowledge to a variety of interrelated tasks, processes, and operations.

Thorough geographic road knowledge of the County. Ability to read and interpret maps and general directions.

Working knowledge of standard accounting practices, with ability to maintain accurate financial records and documents and prepare and submit Department payroll.

Knowledge of all activity codes that are to be used to demonstrate and report at the end of the year,

including complying with Indiana Code 8-14-1-4 and 8-14-1-5 that requires the tracking of all activities within the department.

Knowledge of and ability to use all computer software programs used by the Highway Department.

Knowledge of standard English grammar, spelling, and punctuation and ability to prepare reports within established departmental deadlines.

Knowledge of requirements of other County departments related to various permitting and application procedures.

Ability to operate standard office equipment, such as computer, multi-line telephone, typewriter, copier, fax machines, printers, transcriber, and calculator.

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

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

Ability to effectively communicate 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 maintain accurate files and copy data from one document to another.

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

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

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

Ability to occasionally work extended hours and travel out of town, but not overnight.

#### II. RESPONSIBILITY:

Incumbent performs a variety of standard and recurring duties, with work priorities determined by supervisor and service needs of the public. Incumbent exercises independent judgment to ensure accurate and efficient completion of duties. Errors in work are not always readily detected through supervisory review, standard bookkeeping checks, and procedural safeguards. Undetected work errors could result in loss of time to correct and/or inconvenience to other agencies or the public. Incumbent works within a changing schedule of duties, completing special assignments and priorities as needed. Work is reviewed periodically and upon completion of specific duties.

#### III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, vendors, and the public for a variety of purposes, including exchanging information, responding to complaints, and requesting and providing Department information as needed.

Incumbent reports directly to Financial Manager. The Highway Director.

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

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

Incumbent occasionally works extended hours and travels out of town, but not overnight.

#### APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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

Is there anything that would keep you from meet	ing 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
Department Head/Supervisor signature	Date
Type or Print name	_

#### JOB CLASSIFICATION REVIEW FORM

# County of Monroe, Indiana

An Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/ Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Monroe County Council and Personnel Administration Committee in reviewing requests for classification of jobs.

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

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

	Fund-Acco	
Job title <u>Ginger Young</u>	Location _	1176-11002-0000
Department Highway	Date	8/4/2023
$\sqrt{\frac{\text{Full-time}}{\text{Part-time}}}$ $\square$ Exempt	□ Non-exempt	
Current Classification <u>COMOT C</u>	Requested Classificat	ion <u>PAT A</u>
Current pay \$_47,653 per	Proposed pay \$5	52,312.00 per <u>year</u>
Employee(s) in this position: (attach supplen	nental sheet if necessary)	
One employee in this position.		
TYPE OF ACTION REQUESTED		
☐ Create position	☐ Abolish position	☐ Seniority review
☐ Qualifications requirements review	☐ Pay policy application/i	nterpretation issues
$\sqrt{\text{Reclassification due to change in duties, respectively}}$	sponsibilities, work condit	tions, etc.
□ Other <i>Please describe</i> :		
Questions 1 through 3 to be	completed jointly by	v the employee and/or
Zaconomo i imi ough o to be	completed jointly by	

Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary. The position has changed over the past couple of years in every day responsibilities. Some duties were eliminated due to Stormwater adding an admin position. However, the position has taken on many duties to assist the Financial Manager. The position will perform the same duties as the Financial Manager in that employee's absence. The highway department is required to keep books in an outside source other than LOW, this position assists in all data entry for satisfaction to the State Board of Accounts. This positions has taken on duties that have been

Have you previously requested this position? $\Box$ yes $\sqrt{no}$	new position/added employee/reclassification of this e
If yes, describe date and outcome of	that request:
description and make any revisions t	review of an existing position, review the current job hat are necessary to describe the job being performed. cription with your revisions marked with <b>Bold Red</b> for etions.
Do these revisions constitute <i>additio</i> existing job description? $\sqrt{\text{yes}} = 0$	nal duties and responsibilities since the adoption of the
If not, explain why the existing description	ription is no longer accurate:
Questions 4 through 8 to be co	ompleted by Elected Official/Department He
Are the job functions described on th	is form currently being performed by your office/name those job title(s) and classifications:
Are the job functions described on the department? $\Box$ yes $\sqrt{\text{no}}$ If <i>yes</i> , $\Box$	is form currently being performed by your office/
Are the job functions described on th	name those job title(s) and classifications:  *Classification
Are the job functions described on the department? $\square$ yes $\sqrt{\text{no}}$ If <i>yes</i> , and $\sqrt{\text{no}}$ If $\sqrt{\text{yes}}$ , and $\sqrt{\text{no}}$ If $$	is form currently being performed by your office/ name those job title(s) and classifications:  *Classification  *Classification
Are the job functions described on the department? □ yes √ no If <i>yes</i> , and If <i>yes</i> , and If <i>yes</i> , and If yes, a	is form currently being performed by your office/ name those job title(s) and classifications:  *Classification  *Classification
Are the job functions described on the department? □ yes √ no If yes, and If yes, and If yes, and the other described on the department? □ yes √ no If yes, and the other position in the canother position.	is form currently being performed by your office/ name those job title(s) and classifications:  *Classification  *Classification  *Classification  any be impacted by the creation of or reclassification of the compact of the compac

required by the Auditor's office to assist in auditing of the Capital Improvement Projects in the

the years and the duties and responsibilities have increased with all the federal aid projects. 7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions?  $\square$  ves  $\sqrt{no}$ If ves, please describe, including estimated costs: 8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County: The highway department manages many budgets and capital improvement projects. We have many employees that requires attention on a daily basis for accurate personnel records. Some of our employees are Union employees and requires additional guidelines to follow outside of the regular personnel policy. This position is very important for accuracy of records, being financial, employee and public information. **AUTHORIZATION BY EMPLOYEE:** Signature of employee(s) assigned to the position being considered for reclassification. I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same. Employee signature Date

Date

Date

projects, we have added new software, public applications in OpenGov, weekly road closings and construction updates on website and emergency services. This position has developed over

Employee signature

Employee signature

# AUTHORIZATION BY APPOINTING AUTHORITY: Signature required by Elected Official/Department Head I have reviewed this reclassification request with the employee(s), and wagree disagree. If disagree, please comment: I understand this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, Personnel Administration Committee, and consultants of the Council. Signature of Elected Official/Department Head Date

Data		
Date :	18/4/23	
	10/4/23	

# **Employee Job Questionnaire**

#### COUNTY OF MONROE, INDIANA

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

Position Title:	Administrative Assi	stant	
Department: H			
Employee Name	e: Ginger Young		
FLSA Status:	O Exempt	Non-exempt	

#### • Purpose •

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

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

#### This questionnaire is not

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

#### • Instructions •

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

#### DO NOT DETACH THIS INSTRUCTION SHEET

# Helpful Hints for Completing the Job Questionnaire

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

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

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

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

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

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

Thank you for your valuable time!

# Section I

#### **Essential Functions of Position**

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

Prepare payroll, prepare claims, secretary for Traffic Commission, track project costs, balance CHARTS to LOW and prepare ordinances.

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

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

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

#### **Essentiality Frequency**

Typ	pes correspondence, reports, an	d other documents <u>B</u> <u>G</u>	
ESS	<u>ENTIALITY</u>	FREQUENCY	
A= Marginal function of the job B= Essential function of the job		C= Perform annually at a minimum D= Perform quarterly at a minimum E= Perform monthly at a minimum F= Perform weekly at a minimum G= Perform on regular (daily) basis	
List	primary duties:		Essen Freq
1.	Process and audits departr description)	ment invoices and claims (see existing	B G
2.	•	ng system (CHARTS). Reconcile s accounting system). Communicates regarding discrepancies.	В G

3.	Answers telephone (see existing description). Types correspondence (see existing description).	В G
4.	Create and maintain spreadsheets for tracking total project costs for each county project. Verify we receive correct reimbursement percentage from INDOT (Indiana Dept of Transportation). Track corresponding purchase orders, contracts, claims, reimbursement vouchers & receipts.	В Г
5.	Audits time sheets/cards, verifying information and post to accounts. Audits and corrects daily labor entries in CHARTS. Track hours worked and benefit time on Employee Service Records.	В Г
6.	Maintains accounts payable database system (see existing description).	В Е
7.	Prepares weekly road closings and construction notices & distributes to local emergency departments, newspapers, school, radio stations and updates the county web-site.	A F
8.	Processes payroll. Audits payroll reports. Informs Auditor's office of necessary journal entries for transferring from non-restricted to restricted funds. Audits benefit time/compare to employee service records.	ВЕ
9.	Maintains payroll database system (see existing description)	ВЕ
10.	Secretary to the Traffic Commission (TC) Board. Take sign requests, creates/distributes agendas and meeting packets. Record minutes. Update county web-site. Record attendance. Prepare and maintain database for Traffic Ordinances.	ВЕ
11.	Manage Special Event requests through OpenGov, explains process, audits documents submitted, issue Special Event Permit.	AE

12.	Distributes county fuel and maintenance invoic departments. Prepares and submits receipts. balances to supervisors.		AE
13.	Maintains employee database system (see existing Mails termination letter to terminated employees of benefits and what addition/deductions to expect the system of the sys	explaining termination	A D
14.	Process grant claims in absence of the Financial Performs all duties of Financial Manager in his/Traffic Commission Members.	9	A C
Se Job F	etion II		
☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☑ 14 ☐ 15 ☐ 16	(high school graduate or GED)  (Associate Degree or 2 years of advance education)  (Baccalaureate Degree or 4 yrs of advance education)	17 18 (Masters Degree) 19 20 21 (Doctoral Degree) Other	
please	ck the level of formal education that is required for identify acceptable fields of study.  gh school diploma/GED  Associate Degree  ther (Please describe)	or your position. When sp	ecifying college degrees,  Masters Degree
3. Spec	cialized training, certification, and/or specific experied Public Accountant).	rience required for your p	position (such as
ASSOC	ciate Degree or equivalent work experience.		

	enrolled in vocational/technical school, college or graduate school? OYes • No to continue working in your present position when you have completed your education.
○ Yes ○ No Comments:	
	red knowledge, skills, and abilities necessary to perform your duties effectively (such ting, public speaking).
Financial record kee	eping practices, business software applications, Rules of effective business
6. List four topics on <b>v</b>	which you most need training to do your job more effectively.
More training on the	e Grant process Conflict Resolution Techniques
Deeper EXCEL know	More extensive knowlege of local roas
	formation sources that you use regularly in the performance of your duties (e.g., reference works, textbooks, legal codes).
	nctions, Personnel Policy Handbook, Salary Ordinance, Indiana Code 9-20 &
9-21, and Road Inve	entory List.
8. Does your position	require that you have a valid driver's license? O Yes • No
8. Does your position	require that you have a valid driver's license? O Yes • No
B. Does your position in the state of the st	require that you have a valid driver's license? O Yes • No
B. Does your position of the state of the st	require that you have a valid driver's license? O Yes • No es?
B. Does your position of the state of the st	require that you have a valid driver's license? O Yes • No es?  require you to be at least 21 years of age? O Yes • No
B. Does your position of the second s	require that you have a valid driver's license? O Yes • No es?  require you to be at least 21 years of age? O Yes • No  n require passage of a:
B. Does your position of the second s	require that you have a valid driver's license? O Yes O No es?  require you to be at least 21 years of age? O Yes O No  require passage of a: O Yes O No O Yes O No
If yes, for which dutie	require that you have a valid driver's license? O Yes O No es?  require you to be at least 21 years of age? O Yes O No  require passage of a: O Yes O No O Yes O No

12. List other	positions you have held w	vith this employer:		
Position	Department	When	How long in the job	
Computer Vehicle	✓ Calculator ☐ Transcrib	per/Dictaphone 🚺 1	t of performing your duties: Fax Machine Postage Meter Felephone Microfilm Read	ler
facts, figures, r	-		nship between you and <u>data</u> (i.eek the following statements th	-
Compute, properating by Compile, confideration operating by Compile, confideration operating by Coordinate	r observe similarities and operform arithmetic operation udget, determining charge ollate, or classify data.  Valuate, observe, diagnose, place, make determination ata to discover facts or devote the control of the c	ons, such as measuri es. , investigate. ons, take action based	ng, figuring, tabulating test/surve	y results, developing
simple instruct		of information or id	deal with spoken and written in leas. Check the following states	
orally (exam			notes; request information or supp ss work instructions with superv	
	of purchase orders; discus		another; interview to obtain info th customers, take phone messag	` <u>-</u>
			pronunciation; speak clearly, wittomers/public and answer question	
	mple: prepare/evaluate tec		give public presentations; intervi oposals; counsel clients, negotiat	

# Section III Responsibility/Consequence of Errors

<ol> <li>Which of the following phrases best describes how your work prior</li> <li>Work priorities and schedules are primarily determined by</li> </ol>	ities and schedules are determined?
☐ Your supervisor	of the public
✓ Formal schedule ✓ Seasonal deadlines ☐ Other:	
If you checked more than two, please provide additional explanation:	
Formal schedule for weekly/monthly deadlines. Seasonal schedule schedule for tracking projects.	e for snow bonus. Flexible
2. Which one of the following phrases best describes the type of super	vision you receive?
Immediate supervision. Assignments performed according to specification non-specialized or repetitive duties. No flexibility in the job.	ic detailed instructions for easily learned,
Assignments and objectives set jointly by immediate supervisor as procedures or policy and procedural manuals. Must have supervisor's operating procedures. Some flexibility in the job.	• • • • • • • • • • • • • • • • • • • •
✓ Indirect or occasional supervision. Assignments guided by definite procedures. Plan and arrange own work and only refer to supervisor finterpretations. Moderate flexibility in the job.	<i>y</i>
General supervision. Assignments guided by broad policies and/or gand performance standards and interpret policies. Refer to supervisor policies, programs, expenditures, are thought necessary. Have a high	when interpretations of departmental
Administrative or advisory direction from a board/commission/coarea(s) of responsibility. Establish major administrative unit/department/performance standards. Accountable for department/unit results. Alm	ental policies, procedures, and
3. Check <u>one</u> of the following statements that <u>most accurately</u> describe fundamental job duties.	s the judgment you use in performing
Decisions are always determined by specific instructions or existing, v	vell established policies and procedures.
On rare occasions, decisions are made in the absence of specific policity my supervisor.	es and procedures, and/or guidance from
Periodically, decisions are made in the absence of specific policies, an	d/or guidance from my supervisor.
Frequently, decisions are made which are restricted only by organizati from supervisor.	on-wide policies. Little direct guidance
Decisions are restricted by only the broadest policy and/or guidance fr	om supervisor.
Regularly make decisions in absence of policy; subject only to guidane	ce from board/commission/ council.

W	orking on projects, like when I created the Project Tracking Spreadsheets.
└ 5. <i>A</i>	Are you responsible for more than one program site? OYes ONo If yes, please list them:
	/high of the following physics best degaribes how among in your plants and detected any among the
	Thich of the following phrases <u>best</u> describes how errors in your work are detected or prevented?  Ors are <u>primarily</u> detected or prevented through  I Standard bookkeeping checks
	Prior instructions from supervisor   Supervisory review   Legally defined procedures
☐ F	Procedural safeguards  Notification from other departments/companies/agencies/public/cus
	Other (please describe):
If yo	ou checked more than two, please provide additional explanation.
Wor	Which of the following are the most likely effects any undetected work errors could have?  **Rerrors could result in:   Endangerment to self or others   Work delays in other departments/agenci
	nconvenience to other agencies or public
	Other (please describe): Delay in pay to employees.
	ou checked more than two, please provide additional explanation.
Pers	Section IV  sonal Work Relationships/Supervisory
	hat is the name and position title of your immediate supervisor?
lune	rvisor: Lisa Ridge Title: Highway Director

A) List names and position titles of	emplovees von su	nervise or	· direct as a	regular nart of your	duties.
	emproyees you su	iper vise or	un cet as a	regular part of your	
	<del></del>				
B) Enter the number of persons you	• •	se in each	category be Union	low:	
• subordinate supervisors					
clerical support staff					
• financial support staff					
(e.g., bookkeepers, account clerks) • unskilled labor					
• skilled labor					
(e.g., carpenters, mechanics)					
C) If your department has multiple	shifts, enter the a	average nu	ımber of sta	ff members you sup	ervise who
work (on duty) on the following shift	ts:		<u>Weekdays</u>	Weekends	
• day shift (typically beginning 7 or 8	a.m.)				
• evening shift (typically beginning 3	or 4 p.m.)				
• night shift (typically beginning 11 p	.m. or midnight)				
<ul> <li>work a fluctuating shift</li> </ul>					
D) Check which statements most ac	curately describe	your man	agerial/sup	ervisory responsibili	ties.
Analyze periodically the workload increases and decreases in staff.	d and the human res	source need	ds of my orga	nizational unit. Recor	nmend
Review position documentation supervisor.	for newly created of	or significa	antly revised	positions. Obtain app	proval of
☐ Interview candidates for opening	gs and make hiring	recommer	ndations.		
☐ Make hiring decisions.					
Orient new subordinates in the dep	partment regarding	department	policies/prod	cedures and what is ex	pected of
them in the way of performance re Plan, delegate and control work a		pecial proje	ects to assign	ed staff.	
Establish specific work goals or	quantitative and qu	ualitative s	tandards to b	e achieved by assigne	ed staff.
☐ Train/develop/motivate assigned	staff to improve p	erformance	e and prepare	e for higher-level pos	itions.

2. Complete A through D only if you supervise or direct the work of others:

		Determine significant changes in responsibilities and major tasks of assigned staff by reviewing their
	_	position responsibilities on a regular basis.
		Evaluate the performance results of assigned staff. Discuss present and past performance with each
	<b>,</b>	person. Keep supervisor informed of performance discussion results.
		Review salaries of assigned staff and recommend changes when warranted.
		Recommend personnel actions, such as promotions, transfers, demotions.
		Keep supervisor and assigned staff informed of organization developments they need to know to carry out
		their position responsibilities.
		Maintain discipline and recommend corrective action as warranted.
		Communicate and administer personnel programs and procedures for my area in accordance with
		approved policies.
3.	. List	other departments, agencies, organizations, others with whom you regularly communicate.
		roll Administrator, Claims Administrator, General Ledger Manager, CHARTS (software) , vendors and public.
4	Ch	eck which statements most accurately describe your contact with those listed above.
		· · · · · · · · · · · · · · · · · · ·
¥		Cooperative Work Relationship: Give and receive information; Give factual information, test results, etc.; nake referrals to other organizations.
		<b>Render Service:</b> Explain and interpret policies and procedures. Execute policies; maintain coordination of department/division operations.
		<b>Instruct:</b> Teach or present subject matter to others through explanation, demonstration and supervised practice.
¥	Z	<b>Negotiate:</b> Exchange ideas, information and opinion with others to form policies, products, programs, and/ or arrive jointly at decisions or solutions to problems.
	]	<b>Mentor:</b> Deal with individuals in terms of their total personality in order to advise, counsel and/or guide them with regard to problems that may be solved by legal, scientific, engineering, clinical, spiritual, or other professional principles.
P	hys	Section V ical Effort/Work Environment
1.	. Wh	ich of the following best describes your <u>primary</u> working environment?
	<b>V</b> 5	Standard office
		Sheltered workshop Outdoors/field Jail/confinement center Group home Courtroom
	_	
	_	
		Other (please describe):

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

**ESSENTIALITY** 

N/A= Not Applicable to job

A= Marginal requirement of job

B= Essential requirement of job

Essei	<u>ntiality</u>	Esser	ntiality	
В	work alone with minimum supervision	Α	work with others in a team environment	
В	work under time pressure	Α	work rapidly for long periods	
В	work on several tasks at the same time	В	understand and carry out oral instructions	
В	read/carry out simple written instructions	Α	memorize and retain instructions	
N/A	apply knowledge of people, locations	В	present findings in oral or written form	
Α	plan and layout assigned work projects	N/A	testify in legal proceedings/court	
N/A	compute/calculate, such as taxes, assessments	N/A	drive at high speed	
В	count, make simple arithmetic additions/subtractions			
N/A	read/interpret detailed prints, sketches, layouts, specific	cations,	maps	
N/A	prepare detailed reports, such as arrest reports, financia	al stater	nents, activity reports, crime statistics	
N/A	plan and present public speaking presentations, fund ra	isers, s	pecial events	
Α	sitting & walking at will	В	sitting for long periods	
N/A	standing/walking for long periods	N/A	walking on uneven terrain	
N/A	work in extreme hot or cold temperatures	N/A	work in wet/icy surroundings	
N/A	respond to emergencies from off-duty status	N/A	work with or near chemicals (please list)	
N/A	work near fumes, odors, dust, dirt (please describe)	l oco	casionally get irate calls from the	
N/A	work in a noisy environment (describe noise source)	Publ	io.	
N/A	work in confined areas (please describe)			
N/A	wear protective clothing or equipment (please describe)	)		
N/A	work in high places, such as ladders, roofs, bucket truck (please describe)			
Α	work with or exposed to violent/irate individuals (pleas	e descr	ibe)	
N/A	respond to situations involving potential physical harm	ı to self	and others (please describe)	
Α	lifting/carrying under 25 pounds N/A pushing/p	oulling	objects A bending	

N/A lifting/carrying over 50 pounds	A crouching/kneeling	A reaching			
N/A lifting/carrying 25 to 50 pounds	B keyboarding	B close vision			
B hearing sounds/communication	B speaking clearly	N/A far vision			
A handling/grasping objects	A color perception	N/A depth perception			
A fingering objects (picking, pinching	<u>(</u> )				
3. List the three most physically deman	ding activities you regularly p	erform in your job.			
a. Sitting for long hours b. Lifting file boxes					
c. Lifting supply deliveries					
4. List the three most mentally demand	ing activities you regularly pe	rform in your job.			
a. Auditing daily work report entries in	CHARTS				
b. Deciphering Time Cards					
c. Finding & Correcting the cause of re	eport discrepancies				
5. What is the hardest part of your job?					
Being extremely accurate and detail oriented, finding and correcting errors before they affect other departments (Payroll & Auditor's Office), Understanding and applying grant and local project procedures.					
6. What could be done to make your job	better?				
More flexibility. Some days are busier than others so it would be nice to be able to stay longer on busier days and leave earlier on slower days. For co-workers to answer the phone on Payroll Mondays which is my most time sensitive day.					
7. Provide any other examples or information that would be helpful in understanding the physical and mental requirements of your job.					
The Highway Dept has different reporting requirements. We have to follow requirements from both SBOA and INDOT which don't always match. We are required to keep separate reports for					

each. We have to separate restricted and non-restrictive expenses.

Must be knowledgeable in Microsoft of the Microsoft of the Microsoft of Must be able to follow oral/written insection.  What is your normal work schedule (expected to the Microsoft of Mic	tructions, con	nmunicate wel	l, and be able to deese
11. Are you required to:	Never	Regularly	Occasionally
a. work extended hours	•	0	0
b. work weekends	•	0	0
c. work evenings	•	0	0
. travel out of town, but not overnight  For what purpose?	•	0	0
. travel out of town overnight  For what purpose?	•	0	0
respond to emergencies on 24-hr basis	 ⊚	0	0
serve on 24-hour call on rotation basis	•	0	0

8. If your best friend were considering a job like yours, what two or three things would you tell your friend

# **Section VI**

#### Certifications

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

Name (print or type) Ginger Y Young

Hire date 9/6/2016

Title Administrative Assistant

Department Highway

Signature Mue

Date 3-7-23

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

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

Supervisor's signature

Dioa Kidee

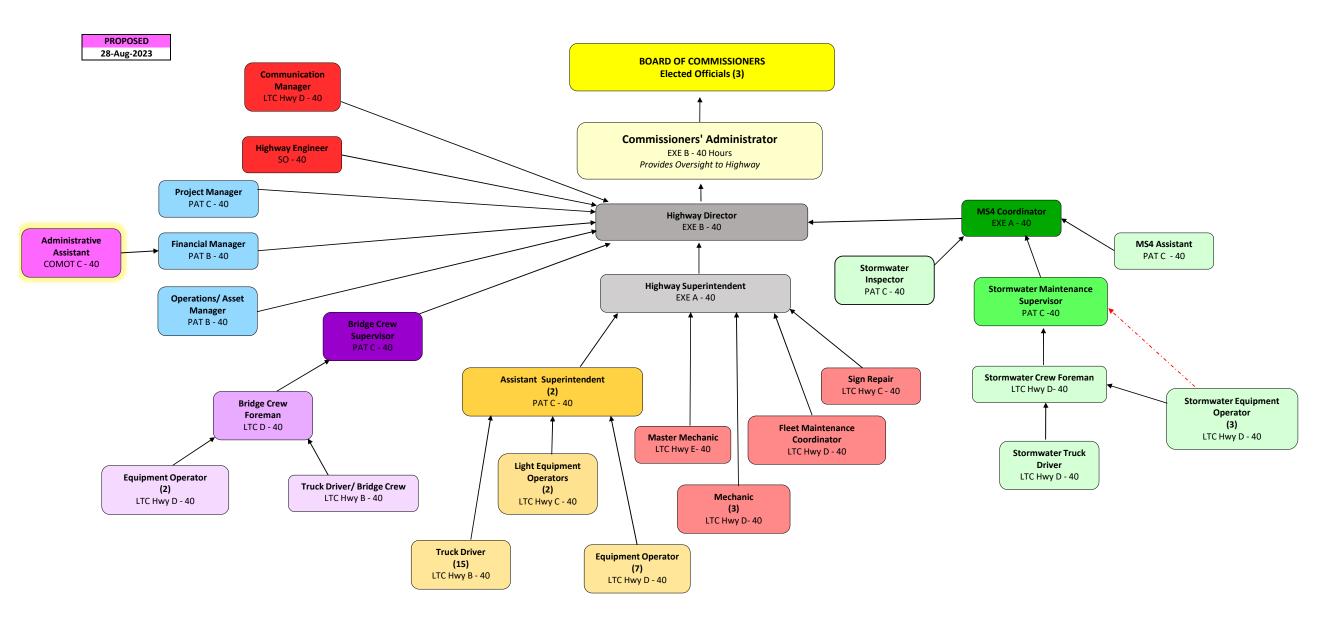
Date

8-8-2023

Please refer any major concerns or questions regarding this questionnaire to

Waggoner, Irwin, Scheele & Associates, Inc. 118 South Franklin Street Muncie, IN 47305

Phone: (765) 286-5195 Fax: (765) 286-2824



#### PERSONNEL ADMINISTRATION COMMITTEE

## **Agenda Request Form**

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

DEPARTMENT:	Health	MEETING DATE REQUESTED (Tentative): 9/5/2023
Request Presente	er(s): Lori Kelley	Phone: <u>812-349-2068</u>
Was the Council L	iaison notified prior to submitting th	nis Agenda Request: NO
FUND INFORMAT	TION: (Mark with an "X" in all applice	able boxes)
Fund Name:		
	Local Fubile Fleath Celvices	
<b>Fund Numbe</b>	r: 1161 Locatio	n Number: 0000
	UEST: (Mark with an "X" in all appli	
Creation	n of New Position Title: Behavio	oral Health & Wellness Coordinator, Public Health Response Liaison
0	Command Desition Description Title	
Amena	Current Position Description Titl	e:
Hours:	: 35 Classification: P	AT Level: A
		A1
Other (S	pecify)	
Narrative: Give	e a <b><u>DETAILED SUMMARY</u></b> explanation	on for the request (purpose, action needed, etc.) .
		al of 2 new positions that will be needed to provide
Indiana. Core s Tobacco Preve	service areas that need built, o	nents as part of the new state funding Health First or strengthened, include Chronic Disease Prevention, and Injury Prevention, Maternal and Child Health, and isasters.

# POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: BEHAVIORAL HEALTH & WELLNESS COORDINATOR

**DEPARTMENT:** Health Department

**DIVISION:** 

**WORK SCHEDULE:** 8:00 am – 4:00 pm (35 Hours)

**JOB CATEGORY:** 

DATE WRITTEN: August 2023 STATUS: Full-Time

**FLSA STATUS: Non-Exempt** 

Incumbent serves as the Behavioral Health & Wellness Coordinator for the Health Department, responsible for coordinating programs designed to improve health outcomes, providing education, outreach, and referral care services.

#### **DUTIES**:

Under the direction of the Health Administrator, coordinates, promotes, and implements health and wellness programs consistent with the Health Department's goals and objectives. Collaborates with local, state, and federal services to maximize programs/services, including identifying programs that can be funded and sustained over time.

Responsible for conducting health and wellness screenings, including blood pressure, diabetes, and mental health.

Provides navigation services to assist community members with access to the care they need and able to provide referral services as needed, or necessary to improve individual health outcomes.

Responsible for conducting educational seminars and trainings on various wellness and mental health topics, including overdose and suicide prevention, nutrition and exercise, anxiety and depression, chronic disease prevention, tobacco prevention and cessation, and infectious disease prevention.

Perform data entry and analysis on program participation and outcomes. Must be able to promote and support community wellness programs.

Responsible for providing referral services for maternal and infant care, providing access to WIC services including nutrition supplements, safe sleep, and maternal/infant health education. Direct community coordination and outreach to help educate and promote safe sleep in the community, child safety car seats and bicycle helmets for children.

Responsible for promoting tobacco and addictive nicotine prevention and cessation programs and services.

Responsible for providing education, outreach, services, and coordination for services that will prevent and reduce chronic diseases such as obesity, diabetes, cardiovascular disease, hepatitis C, and cancer.

Responsible for developing and coordinating community partners and schools to support schools with evidence-based education on nutrition and physical activity.

Responsible for forming partnerships to implement school wellness policies, including a comprehensive strategy to address substance use in schools, and services to promote whole child health, including physical, mental and student wellbeing.

Responsible for providing education and outreach on the socioeconomic, environmental, and behavioral factors that place individuals in their communities at risk for infectious diseases, chronic diseases, trauma, and injury.

Under the direction of the Health Administrator will support the public health nursing division with vaccination clinics, wellness events, and community screening events as directed.

#### **QUALIFICATIONS:**

Bachelor's degree in social work, Nursing, Behavioral Health, or Health Sciences required. Must be CPR BLS certified within 60 days of hire.

Requires 35 hours of annual online trainings including mental health, suicide prevention, nutrition, safe sex practices, infectious diseases, and chronic diseases.

## JOB CLASSIFICATION REVIEW FORM

# County of Monroe, Indiana

An Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/ Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Monroe County Council and Personnel Administration Committee in reviewing requests for classification of jobs.

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

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

Job titleBehavioral Health & Wellness Coordinator	Fund-Account- Location 1161				
Department Health	Date 01/01/2024				
Full-time Part-time Exempt Non-	exempt				
Current Classification	Requested Classification				
Current pay \$ per	Proposed pay \$ per				
Employee(s) in this position: (attach supplemental s	heet if necessary)				
TYPE OF ACTION REQUESTED  Create position Qualifications requirements review  Abolish position Pay policy application/interpretation issues					
Qualifications requirements review Pay page Reclassification due to change in duties, responsible Other Please describe:					
	pleted jointly by the employee and/or ent Head initiating the review				
<ol> <li>Describe why this new position/added employee/classification review is necessary.</li> <li>Due to Opting-in to Health First Indiana and new core service requirements this position is needed to fulfill core services</li> </ol>					
that are not being met.					
	-				

Have you previously requested this new position/added employee/reclassification of this exposition? yes no	
If yes, describe date and outcome of the	at request:
description and make any revisions that	view of an existing position, review the current job at are necessary to describe the job being performed. iption with your revisions marked with <b>Bold Red</b> for ions.
Do these revisions constitute additional existing job description? ves no	al duties and responsibilities since the adoption of the
If not, explain why the existing descrip	otion is no longer accurate:
Questions 4 through 8 to be con	npleted by Elected Official/Department He
Are the job functions described on this	s form currently being performed by your office/ ame those job title(s) and classifications:
Are the job <u>functions</u> described on this	s form currently being performed by your office/ ame those job title(s) and classifications:
Are the job functions described on this department? yes no If yes, no	ame those job title(s) and classifications:  *Classification
Are the job functions described on this department? yes \( \sqrt{no} \) no If yes, no Job title	s form currently being performed by your office/ ame those job title(s) and classifications:  *Classification  *Classification
Are the job functions described on this department? yes no If yes, no If yes, no Job title	s form currently being performed by your office/ ame those job title(s) and classifications:  *Classification *Classification
Are the job functions described on this department? yes no If yes, no Job title	s form currently being performed by your office/ ame those job title(s) and classifications:  *Classification  *Classification  *Classification  *Classification  on be impacted by the creation of or reclassification of the component of the comp

7.	If you answered <i>yes</i> , to question 6, are there existing technologies that could lessen the volume for this or related positions? ves no If <i>yes</i> , please describe, including estimated costs:				
8.	State specifically how creation of a new position/added empl would benefit the County:				
	By meeting the core service requirer	ments for opting-in			
	to Health First Indiana; Will provide r	new public services			
	HORIZATION BY EMPLOYEE: re of employee(s) assigned to the position being considered for reclassification				
	erstand that this request in no way jeopardizes my employment or proceeds, it may result in the position being upgraded, downs				
		01/01/2024			
Emplo	oyee signature	Date			
Emplo	oyee signature	Date			
Emplo	oyee signature	Date			
Emplo	byee signature	Date			
	HORIZATION BY APPOINTING AUTHORITY re required by Elected Official/Department Head	:			
	reviewed this reclassification request with the employee(s), an agree, please comment:	nd agree disagree.			
operat	erstand this request is subject to an organizational assessment o ions, and that I will be available to personally participate and p y Council, Personnel Administration Committee, and consulta	provide requested information to the			
		08/10/2023			
	ture of Elected Official/Department Head	Date			
	TIR Kelley On: cn=Lori R Kelley, on-Monroe Ocunly Health Department, cn=Lori R Kelley, on-Monroe Ocunly Health Department, cn=Lori Realth Department, cn=Lor				
Name	typed or printed Lori Kelley				

Date	8/10/2023
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## **Employee Job Questionnaire**

## **COUNTY OF MONROE, INDIANA**

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

Position Title:	Behavioral Health & Wellness Coordinator						
_							
Department:	Health						
Employee Name: N/A							
FLSA Stat	us: OExempt	Non-exempt					

## • Purpose •

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

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

## This questionnaire is not

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

## • Instructions •

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

#### DO NOT DETACH THIS INSTRUCTION SHEET

## **Helpful Hints for**

## **Completing the Job Questionnaire**

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

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

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

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

- You may use abbreviations or acronyms, but please write the full term at the top of the page, or the first time you use them; for example, "Maintains statistics on computer for Indiana Department of Environmental Management (IDEM)."
- Also, explain any terminology that may be unique to your department, such as report names and form numbers. For example, "Complete XO325 forms" may be something you do every day, but it is very likely that no one outside your department would have any idea what is involved. It would be better to say, "Complete payment assistance application forms."
- Are machines, equipment, or special tools involved in accomplishing tasks? For example, "Post payments" could involve a computer or writing in manual ledgers, and "Update maps" could be done with drafting tools or a computer.

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

Thank you for your valuable time!

## **Section I**

## **Essential Functions of Position**

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

To serve as the individual responsible for coordinating programs designed to improve health outcomes, education, and referral services.

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

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

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

Frequency

**Essentiality** 

	Supervise subordinate personnel  ESSENTIALITY  A= Marginal function of the job  B= Essential function of the job	FREQUENCY  C= Perform annual D= Perform quarte E= Perform weekly G= Perform on reg	rly at a minimu ly at a minimum at a minimum	m 1
1.	Under the direction of the Health Administrator, health and wellness programs consistent with thobjectives. Collaborates with local, state, and fe programs/services, including identify	coordinates, promotes, an	d implements	Essen Freq B
2.	Responsible for conducting health a including blood pressure, diabetes,		ings,	A E

Provides navigation services to assist community members with access to the care they need and able to provide referral services needed, or necessary to improve individual health outcomes.	as B G
Responsible for conducting educational seminars and trainings on various wellness and mental health topics, including overdose and suicide prevention, nutrition and exercise, anxiety and depression, chronic disease prevention, tobacco prevention and cessation, infectious dise	
Perform data entry and analysis on program participation and outcomes. Must be able to promote and support community wellne programs.	B G
Responsible for providing referral services for maternal and infant care, providing access to WIC services including nutrition supplements, safe sleep, and maternal/infant health education.	В Г
Direct community coordination and outreach to help educate and promote safe sleep in the community, child safety car seats and picycle helmets for children.	A D
Responsible for promoting tobacco and addictive nicotine prevention and cessation programs and services.	on B E
Responsible for providing education, outreach, services, and coordination or services that will prevent and reduce chronic diseases such as obesi diabetes, cardiovascular disease, hepatitis C, and cancer.	

10.	Responsible for developing and coordinating community partners and schools to support schools with evidence-based education on nutrition and physical activity.	В D
11.	Responsible for forming partnerships to implement school wellness policies, including a comprehensive strategy to address substance us in schools, and services to promote whole child health, including physical, mental and student wellbeing.	В D
12.	Responsible for providing education and outreach on the socioeconomic, environmental, and behavioral factors that place individuals in their communities at risk for infectious diseases, chronic diseases, trauma, and injury.	В Е
13.	Under the direction of the Health Administrator will support the public health nursing division with vaccination clinics, wellness events, and community screening events as directed.	A D
14.		-
	Section II  Requirements/Training/Certification  neck level of formal education that is required for your position. When sp	ecifying college degrees, please
	tify acceptable fields of study.	centing conege degrees, predse
H	gh school diploma/GED Associate Degree Baccalaureate Degree	Masters Degree
☐ O1	ther (Please describe):	
Acce	ptable fields of study: Social Work, Nursing, Behavioral Health, Health Sciences	
-	ecialized training, certification, and/or specific experience <u>required</u> for yo ic Accountant).	our position (such as Certified
	R BLS	

3. Describe the requine budgeting, grant writ	d knowledge, skills, and abilities necessary to perform your duties effectively (such eg, public speaking).
	vledge of communicable diseases and vaccines, knowledge of infant through needs, standard office procedures
•	rmation sources that you use regularly in the performance of your duties (e.g. reference works, textbooks, legal codes, technical manuals).
Health Science artic	es, county and state codes
5. Does your position	equire that you have a valid driver's license? • Yes O No If yes, for which duties
Driving for outreach	
6. Does your position	equire you to be at least 21 years of age? O Yes •No
7. Does your position	equire passage of a:
Medical exam?	Yes • No
Drug test?	Yes O No
Psychological exam?	OYes • No
Written exam?	Yes •No
Other tests:	
-	ment you operate as a regular part of performing your duties:
☑ Computer ☐ Typ	writer Calculator Transcriber/dictaphone Vehicle
Other (Please descr	e)
	bb duties may involve some relationship between you and <u>data</u> (i.e. information, fac statistics, notes, reports). Check the following statements that <u>most accurately</u> tent with data.
Compute, perform operating budget, Compile, collate, Callate, Callate, Callate, Callate, Coordinate, place,	e similarities and differences between data, people, or things. rithmetic operations, such as measuring, figuring, tabulating test/survey results, develop etermining charges. classify data. bbserve, diagnose, investigate. hake determinations, take action based on data analysis. cover facts or develop concepts or interpretations.

sim	Your fundamental job duties may involve the ability to deal with spoken and written materials, from ple instructions to complex sources of information or ideas. Check the following statements that <u>most urately</u> apply to your job responsibilities.
<b>V</b>	Understand and follow oral or written instructions; write notes; request information or supplies in writing or orally (example: copy a list of names and addresses; discuss work instructions with supervisor, enter data on computer from a report).
	File, post, mail materials; copy data from one document to another; interview to obtain information (example: keep record of purchase orders; discuss list of products with customers, take phone messages/customer complaints).
	Read work rules; use standard English grammar, spelling, pronunciation; speak clearly, with poise (example: read copy to type letters, prepare written reports, greet customers and answer their questions).
	Write/edit reports/news releases/contracts/leases; prepare/give presentations; interview/counsel/advise people (example: prepare and evaluate technical data; write proposals; counsel clients, negotiate contracts, edit newsletter).
<u>Dif</u>	Section III  ficulty of Work/Responsibility
1. V	Which of the following phrases <u>best</u> describes the type of supervision you receive?  Immediate supervision. Assignments performed according to specific detailed instructions for easily learned non-specialized or repetitive duties. No flexibility in the job.
•	Assignments and objectives set jointly by immediate supervisor and myself. Follow standard operating procedures or policy and procedural manuals. Must have supervisor's permission to deviate from standard operating procedures. Some flexibility in the job.
0	<b>Indirect or occasional supervision.</b> Assignments guided by definite objectives using a variety of methods of procedures. Plan and arrange own work and only refer to supervisor for unusual matters, such as policy interpretations. Moderate flexibility in the job.
0	<b>General supervision.</b> Assignments guided by broad policies and/or general objectives. Establish procedures and performance standards and interpret policies. Refer to supervisor when interpretations of departmental policies, programs, expenditures, are thought necessary. Have a high degree of flexibility in the job.
0	Administrative or advisory direction from a board or CEO. Develop own objectives for area(s) of responsibility. Establish major administrative unit/departmental policies, procedures, and performance standards. Accountable for department/unit results. Almost total autonomy in the job.
	Which of the following phrases <u>best</u> describes the criteria for which your work is reviewed? ork is reviewed <u>primarily</u> for
	Attainment of objectives  Compliance with precedent Compliance with precedent Compliance with Department policy  Compliance with Department policy
If y	ou checked more than two, please provide explanation:

fundamental job duties.
O Decisions are always determined by specific instructions or existing, well established policies and procedures.
On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from my supervisor.
Periodically, decisions are made in the absence of specific policies, and/or guidance from my supervisor.
Frequently, decisions are made which are restricted only by organization-wide policies. Little direct guidance from supervisor.
O Decisions are restricted by only the broadest policy and/or guidance from supervisor.
Regularly make decisions in absence of policy; subject only to guidance from board/CEO.
4. Which of your duties requires the most judgment and adaptation of your position's guidelines? <i>Please explain and provide examples</i> .
Forming partnerships to implement school wellness policies and comprehensive strategy to address substance use in schools, and services to promote child health and wellbeing.
5. What programs, persons and/or functions are directly affected by the decisions you make?
The community
6. Give an example of the highest level decision you can make and what person or body (e.g., Board of Directors, Vice President) can overrule your decision.
How to implement health and wellness programs consistent with the Health Department's goals. The Health Administrator, Health Officer, and/or Board of Health can override.
Section IV Personal Work Relationship/Supervisory
1. What is the name and position title of your immediate supervisor?
Supervisor: Lori Kelley Title: Health Administrator
2. Complete A) and B) only if you supervise or direct the work of others:
A) List names and position titles of employees you supervise or direct as a regular part of your duties.

B) (	Check which statements most accurately describe your managerial/supervisory responsibilities.
	Analyze periodically the workload and the human resource needs of my organizational unit. Recommend increases and decreases in staff.
	Review position documentation for newly created or significantly revised positions. Obtain approval of supervisor.
	Interview candidates for openings and make hiring recommendations.
	Make hiring decisions.
	Orient new subordinates in the department regarding department policies/procedures and what is expected of them in the way of performance results.
	Plan, delegate and control work assignments and special projects to assigned staff.
	Establish specific work goals or quantitative and qualitative standards to be achieved by assigned staff.
	Train/develop/motivate assigned staff to improve performance and prepare for higher-level positions.
	Determine significant changes in responsibilities and major tasks of assigned staff by reviewing their position responsibilities on a regular basis.
	Evaluate the performance results of assigned staff. Discuss present and past performance with each person. Keep supervisor informed of performance discussion results.
	Review salaries of assigned staff and recommend changes when warranted.
	Recommend personnel actions, such as promotions, transfers, demotions.
	Keep supervisor and assigned staff informed of organization developments they need to know to carry out their position responsibilities.
	Maintain discipline and recommend corrective action as warranted.
	Communicate and administer personnel programs and procedures for my area in accordance with approved policies.
3. I	ist other departments, agencies, organizations, and others with whom you regularly communicate.
	IU Health; Monroe County Schools, Non-profits
	Check which statements <u>most accurately</u> describe your contact with employees, customers, governmental cials, or the general public.
	<b>Cooperative Work Relationship:</b> Give and receive information; Give factual information, test results, etc.; make referrals to other organizations.
	<b>Render Service:</b> Explain and interpret policies and procedures. Execute policies; maintain coordination of department/division operations.
~	<b>Instruct:</b> Teach or present subject matter to others through explanation, demonstration and supervised practice.
	<b>Negotiate:</b> Exchange ideas, information and opinion with others to form policies, products, programs, and/or arrive jointly at decisions or solutions to problems.

	Mentor: Deal with individuals in terms of their total personality in order to advise, counsel and/or guide the with regard to problems that may be solved by legal, scientific, engineering, clinical, spiritual, or other professional principles.					
Dhy	Section					
		<u>Work Environment</u> owing best describes your <u>p</u>	rimary workin	g environment?		
	Laboratory	Standard office	Storeroom	☐ Vehicle ☐ Outdoors		
	Garage/shop	☐ Manufacturing setting	Other (pleas	e describe):		
If yo	ou checked more	than one, please provide addit	ional explanatio	n.		
2. W	which of the following ESSENT	owing best describes your <u>p</u> TALITY	<u>rimary</u> working	g conditions?		
	A= Marg	t Applicable to job ginal requirement of job ntial requirement of job				
Esse	entiality		Essent	ality		
В	work alone wit	h minimum supervision	А	work with others in a team environment		
В	work under tim	ne pressure	А	work rapidly for long periods		
В	work on severa	al tasks at the same time	В	understand and carry out oral instructions		
В	read/carry out	simple written instructions	В	memorize and retain instructions		
В	apply knowled	ge of people, locations	А	present findings in oral or written form		
В	plan and layou	t assigned work projects	А	testify in legal proceedings/court		
Α	compute/calcu	late, such as interest				
А	count, make simple arithmetic additions/subtractions					
А	read/interpret detailed prints, sketches, layouts, specifications, maps					
А	prepare detailed reports, such as financial statements, sales activity, product feasibility					
В	plan and presen	nt public speaking presentation	ons, fund raisers,	special events		
В	sitting & walki	ng at will	В	sitting for long periods		
А	standing/walki	ng for long periods	А	walking on uneven terrain		

em

Α	work in extreme hot or co	old temperatures	Α	work	in wet/icy surrounding	S		
А	respond to emergencies fr	rom off-duty status	А	work	with or near chemicals	(please list)		
А	work near fumes, odors, d	lust, dirt (please descri	be)					
А	work in a noisy environm	ent (describe noise sou	irce)					
А	work in confined areas (p.	lease describe)						
А	wear protective clothing of	or equipment (please de	escribe)					
А	work in high places, such	as ladders, roofs, buck	tet truck (plea	se descr	ribe)			
А	work with or exposed to v	riolent/irate individual	s (please descr	ribe)				
А	respond to situations invo	lving potential physica	l harm to self	and oth	ers (please describe)			
А	lifting under 25 pounds	A lifting 25 to	50 pounds	А	lifting over 50 pound	ls		
А	pushing/pulling objects	B carrying obje	ects	А	crouching/kneeling			
В	bending at waist	B reaching		А	driving			
В	close vision	A far vision		В	color perception			
В	depth perception	B speaking cle	arly	В	hearing sounds/com	nunication		
В	handling/grasping objects	s A fingering obj	ects (picking,	pinchin	ng)			
	st the three most physical	ly demanding activiti	es you <u>regula</u>	<u>ırly</u> per	form in your job.			
Sitt	ing							
Har	ndling/grasping objects							
Ber	nding at waist							
4 1 :	st the three most emotion	ally damanding activi		lauly n	aufaum in waxu iah			
	st the three most emotion	any demanding activi	illes you <u>regu</u>	<u>nariy</u> pe	eriorm in your job.	1		
Pro	vide navigation services					ı		
Inte	Interact with many different personalities during outreach							
	See individuals affected by health conditions							
5. W	hat is your normal work s	schedule (example, 8	a.m. 4 p.m. M	<b>1-F)?</b>				
8a	m-4pm							
		Nev	er Regi	ılarlv (	Occasionally			
	re you required to: Fork extended hours		<u> </u>	<u></u>				
a. W	OIR CAICHACA HOUIS	Ō	_		•			
b. w	ork weekends	0		)	•			

f. respond to emergencies on 24-hr basis  g. on call on rotation basis  7. Provide any other examples/information which would be helpful in mental requirements of your job.  8. Is your position politically appointed by a recognized Department In 1C 36-2-16-4? Yes O No O  Section VI  Certifications  Employee: I certify that the above statements are an accurate and fair described above, politically appointed by a recognized Department In 1 Depa	<b>Occasionally</b>
. For what purpose?    Conferences/training	•
. For what purpose?    Conferences/training	•
c. travel out of town overnight For what purpose?  conferences/training  f. respond to emergencies on 24-hr basis g. on call on rotation basis  7. Provide any other examples/information which would be helpful in mental requirements of your job.  8. Is your position politically appointed by a recognized Department In It 36-2-16-4? Yes O No O  Section VI  Certifications  Employee: I certify that the above statements are an accurate and fair descendance (print or type)  Hire date  Title  Department  Signature  Date  Supervisor: I have reviewed the contents of this questionnaire and find the or modifications I made have been initialed by me and have been discussed as the position described above, politically appointed by a recognized Department to IC 36-2-16-4? Yes O No O  Signature  Lori Kelley  Date 8/10/202	-
For what purpose?    Conferences/training   F. respond to emergencies on 24-hr basis   O   O	
f. respond to emergencies on 24-hr basis  g. on call on rotation basis  To provide any other examples/information which would be helpful in mental requirements of your job.  8. Is your position politically appointed by a recognized Department of the contents of the position politically appointed by a recognized Department of the contents are an accurate and fair described above. Title Department of the contents of this questionnaire and find the cormodifications I made have been initialed by me and have been discussed that the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position of the position of the position described above, politically appointed by a recognized Department of the position	•
f. respond to emergencies on 24-hr basis  g. on call on rotation basis  7. Provide any other examples/information which would be helpful in mental requirements of your job.  8. Is your position politically appointed by a recognized Department In 1C 36-2-16-4? Yes O No O  Section VI  Certifications  Employee: I certify that the above statements are an accurate and fair described above, politically appointed by a recognized Department In 1 Depa	
g. on call on rotation basis  7. Provide any other examples/information which would be helpful in mental requirements of your job.  8. Is your position politically appointed by a recognized Department In 11 11 11 11 11 11 11 11 11 11 11 11 11	
7. Provide any other examples/information which would be helpful in mental requirements of your job.  8. Is your position politically appointed by a recognized Department ItC 36-2-16-4? Yes O No O  Section VI  Certifications  Employee: I certify that the above statements are an accurate and fair descended in the second of the second of the second of the second of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position described above, politically appointed by a recognized Department of the position of the position described above, politically appointed by a recognized Department of the position of th	•
Certifications  Employee: I certify that the above statements are an accurate and fair described above, politically appointed by a recognized Department to IC 36-2-16-4? Yes  No ○  Name (print or type)	0
Certifications  Employee: I certify that the above statements are an accurate and fair described above, politically appointed by a recognized Department to IC 36-2-16-4? Yes ● No ○  Employee: I certify that the above statements are an accurate and fair described above, politically appointed by a recognized Department to IC 36-2-16-4? Yes ● No ○  Esignature Lori Kelley Date 8/10/202	Head or Elected Official according to=
Signature Date  Supervisor: I have reviewed the contents of this questionnaire and find the or modifications I made have been initialed by me and have been discussed as the position described above, politically appointed by a recognized Deparcording to IC 36-2-16-4? Yes   No   No	cription of my position.
Supervisor: I have reviewed the contents of this questionnaire and find the or modifications I made have been initialed by me and have been discussed as the position described above, politically appointed by a recognized Department of IC 36-2-16-4? Yes No Consideration Date 8/10/202	
or modifications I made have been initialed by me and have been discussed. Is the position described above, politically appointed by a recognized Department of IC 36-2-16-4? Yes   No   Signature Lori Kelley  Date 8/10/202	
Signature Lori Kelley  Date 8/10/202	
	partment Head or Elected Official
Please refer any major concerns or questions regarding this questionnaire	23
Waggoner, Irwin, Scheele & Associates, Inc.	to

Muncie, IN 47305 Phone: (765) 286-5195

Fax: (765) 286-2824

# POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: PUBLIC HEALTH RESPONSE LIAISON

**DEPARTMENT:** Health Department

**DIVISION:** 

**WORK SCHEDULE:** 8:00 am – 4:00 pm (35 Hours)

JOB CATEGORY:

DATE WRITTEN: August 2023 STATUS: Full-Time

**FLSA STATUS: Non-Exempt** 

Incumbent serves as the Emergency Preparedness Response Liaison responsible for providing a wide variety of tasks such as monitoring and following up with emergency response activities, providing education and training on preparedness response in emergencies, working with local schools on emergency response plans, and coordinating with outside agencies to prepare for an all-hazard response to public health threats.

#### **DUTIES:**

Provides public health emergency and infectious disease education throughout the county, including public education, school programs, health fairs, and media messaging.

Serves as a liaison between the Health Department and external agencies and serves as a representative for public health response work as directed by the Health Administrator.

Tracks and analyzes public health information and infectious disease reports; monitors active outbreak case numbers and reporting.

Assists with contract tracing during outbreaks and provides additional support to public health nurses as needed; assists with clinics that serve the public and school populations.

Assists with public health emergency planning for the department, including assisting with the development of emergency and safety preparedness plans, coordinating, and preparing emergency protocols, responding to public health emergencies, and ensuring compliance with regulations and safety requirements.

Assists local schools with emergency response plans and ensures compliance with infection control, communicable disease reporting, and all-hazard response to public health threat plans.

Communicates with public health agencies and emergency response agencies, including those at the local, state, and federal levels. Oversees department compliance with established mutual aid agreements with surrounding counties and participates in statewide public health emergency training programs and exercises.

Promotes programs through outreach and presentations. Assists Public Information Officer and may serve as a media liaison as assigned.

Serves as a point of contact and liaisons between Incident Command participants.

Assists with training public and private organizations in disaster response protocols. Helps communities affected by natural disasters find relief, funding, and general assistance.

Responsible for status reporting on local infectious disease rates, public health threats, public health emergencies, and monthly community outreach and educational programs conducted.

## **QUALIFICATIONS:**

Bachelor's degree in public health, health science, nursing required. Emergency Medical Technologist (EMT) or Licensed Practical Nursing certification would be qualified in place of bachelor's degree. BLS CPR certification required within 60 days of hire.

## JOB CLASSIFICATION REVIEW FORM

## County of Monroe, Indiana

An Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/ Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Monroe County Council and Personnel Administration Committee in reviewing requests for classification of jobs.

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

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

Dublic Health Despense Licines	Fund-Account-
Job title Public Health Response Liaison	Fund-Account- Location 1161 TBD
Department Health	Date 08/17/2023
Full-time Part-time Exempt Non-	
Current Classification N/A	Requested Classification
Current pay \$ per	
Employee(s) in this position: (attach supplemental so N/A	heet if necessary)
TYPE OF ACTION REQUESTED	
	sh position Seniority review olicy application/interpretation issues
Reclassification due to change in duties, responsib	• • • • • • • • • • • • • • • • • • • •
Other <i>Please describe</i> :	
	oleted jointly by the employee and/or ent Head initiating the review
Describe why this new position/added emplo     To provide new core public health services for opting in to He	

position? Oyes no	
If yes, describe date and outco	me of that request:
	ation review of an existing position, review the current job sions that are necessary to describe the job being performed.
Attach a copy of the existing jo additions and <del>Strikethrough</del> f	ob description with your revisions marked with <b>Bold Red</b> for or deletions.
Do these revisions constitute a existing job description? ye	additional duties and responsibilities since the adoption of the $\sqrt{n}$
If not, explain why the existing	g description is no longer accurate:
Questions 4 through 8 to	he completed by Elected Official/Department He
Questions 4 through 8 to	be completed by Elected Official/Department He
Are the job <u>functions d</u> escribe	be completed by Elected Official/Department Hed on this form currently being performed by your office/ If yes, name those job title(s) and classifications:
Are the job functions describe department? yes no	d on this form currently being performed by your office/ If <i>yes</i> , name those job title(s) and classifications:
Are the job functions describe department? yes Ino	d on this form currently being performed by your office/ If <i>yes</i> , name those job title(s) and classifications:  *Classification
Are the job functions describe department? yes no  Job title  Job title	d on this form currently being performed by your office/ If <i>yes</i> , name those job title(s) and classifications:  *Classification
Are the job functions describe department? yes no  Job title  Job title  * Current classification of pos	d on this form currently being performed by your office/ If yes, name those job title(s) and classifications:  *Classification  *Classification  *Classification
Are the job functions described department? yes no  Job title  Job title  * Current classification of posanother position.  Is this request a result of new	d on this form currently being performed by your office/ If yes, name those job title(s) and classifications:  *Classification  *Classification  *Classification  *Classification  ition may be impacted by the creation of or reclassification of the creation of the compacted by the creation of the creati
Are the job functions describe department? yes no  Job title  Job title  * Current classification of posanother position.	d on this form currently being performed by your office/ If yes, name those job title(s) and classifications:  *Classification  *Classification  *Classification  *Classification  ition may be impacted by the creation of or reclassification of the creation of the compacted by the creation of the creati
Are the job functions described department? yes no  Job title  Job title  * Current classification of postanother position.  Is this request a result of new If yes, specify statute citation at Senate Bill 4	d on this form currently being performed by your office/ If yes, name those job title(s) and classifications:  *Classification  *Classification  *Classification  ition may be impacted by the creation of or reclassification of the compacted by the creation of the compacted by the creation of the compacted by the creation?    Segislation
Are the job functions described department? ves no  Job title  Job title  * Current classification of posanother position.  Is this request a result of new If yes, specify statute citation and the second statute citation and the second seco	d on this form currently being performed by your office/ If yes, name those job title(s) and classifications:  *Classification  *Classification  *Classification  *Classification  ition may be impacted by the creation of or reclassification of the compact of the

7.	If you answered <i>yes</i> , to question 6, are there existing technology for this or related positions? yes no If <i>yes</i> , please de	gies that could lessen the volume scribe, including estimated costs:
8.	State specifically how creation of a new position/added emplo would benefit the County:	
	By providing new public health services	and staying compliant
	for counties who opt-in to Health Firs	t funding.
	HORIZATION BY EMPLOYEE: re of employee(s) assigned to the position being considered for reclassification.	
	rstand that this request in no way jeopardizes my employment, proceeds, it may result in the position being upgraded, downgr	
		08/17/2023
Emplo	yee signature	Date
	HORIZATION BY APPOINTING AUTHORITY: re required by Elected Official/Department Head	
	reviewed this reclassification request with the employee(s), and gree, please comment:	d gree disagree.
operat	rstand this request is subject to an organizational assessment of ions, and that I will be available to personally participate and pry Council, Personnel Administration Committee, and consultant	rovide requested information to the
	ure of Elected Official/Department Head  i R Kelley  Distribution of Refley  Distribution of Refley of Montree County Health Department, or Please Department, and Side length Commonical Insu, c-Us	Date
	typed or printed Lori Kelley	

Date	8/17/2023
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# **Employee Job Questionnaire**

## **COUNTY OF MONROE, INDIANA**

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

Position Title:	Public Health Res	ponse Liaison	
_			
Department:	Health		
E1 N			
Employee Nai	ne: N/A		
FLSA Stat	us: OExempt	Non-exempt	

## • Purpose •

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

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

## This questionnaire is not

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

## • Instructions •

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

#### DO NOT DETACH THIS INSTRUCTION SHEET

## **Helpful Hints for**

## **Completing the Job Questionnaire**

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

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

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

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

- You may use abbreviations or acronyms, but please write the full term at the top of the page, or the first time you use them; for example, "Maintains statistics on computer for Indiana Department of Environmental Management (IDEM)."
- Also, explain any terminology that may be unique to your department, such as report names and form numbers. For example, "Complete XO325 forms" may be something you do every day, but it is very likely that no one outside your department would have any idea what is involved. It would be better to say, "Complete payment assistance application forms."
- Are machines, equipment, or special tools involved in accomplishing tasks? For example, "Post payments" could involve a computer or writing in manual ledgers, and "Update maps" could be done with drafting tools or a computer.

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

Thank you for your valuable time!

## **Section I**

## **Essential Functions of Position**

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

Responsible for providing a wide variety of tasks such as monitoring and following up with emergency response activities and coordination.

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

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

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

**Frequency** 

**Essentiality** 

		Essentiality	requency	
	Supervise subordinate personnel	<u>B</u>	<u></u>	
	<b>ESSENTIALITY</b>	<b>FREQUENCY</b>		
	A= Marginal function of the job B= Essential function of the job	C= Perform annual D= Perform quarter E= Perform monthl F= Perform weekly G= Perform on regu	rly at a minimu y at a minimun at a minimum	m 1
Lis	t Primary Duties:			Essen Freq
	Provides public health emergency a throughout the county, including publealth fairs, and media messaging.			В Е
2				
2.	Serves as a liaison between the He agencies and serves as a represent work as directed by the Health Adm	ative for public healt		В D

3.	Tracks and analyzes public health information and infectious disease	
	reports; monitors active outbreak case numbers and reporting.	B G
4.	Assists with contract tracing during outbreaks and provides	
	additional support to public health nurses as needed; assists with clinics that serve the public and school populations.	A C
5.	Assists with public health emergency planning for the department, including assisting with the development of emergency and safety preparedness plans, coordinating, and preparing	BF
	emergency protocols, responding to public health emergencies, and ensuring compliance with regulation	
6.	Assists local schools with emergency response plans and ensures	
	compliance with infection control, communicable disease reporting, and all-hazard response to public health threat plans.	В Е
	and an-mazard response to public fleatin tiffeat plans.	
7.	Communicates with public health agencies and emergency response agencies, including those at the local, state, and federal levels. Oversees department compliance with	В D
	established mutual aid agreements with surrounding counties and participates in statewide public health emergency	
8.	Promotes programs through outreach and presentations. Assists Public Information Officer and may serve as a media liaison as	BF
	assigned.	
9.	Companies of a print of contact and linicans between Incident	
	Serves as a point of contact and liaisons between Incident Command participants.	A C

10.	Assists with training public and private organizations in disaster response protocols. Helps communities affected by natural disasters find relief, funding, and general assistance.	В Е
11.	Responsible for status reporting on local infectious disease rates, public health threats, public health emergencies, and monthly community outreach and educational programs conducted.	В G
12.		-
13.		-
14.		-
	Section II  Requirements/Training/Certification	······································
	heck level of formal education that is <u>required</u> for your position. When sp tify acceptable fields of study.	ecifying college degrees, please
ΠН	igh school diploma/GED Associate Degree Baccalaureate Degree	Masters Degree
V O	ther (Please describe): EMT or LPN Certification would qualify	
Ассе	eptable fields of study: public health, public policy, health science, nursing	
_	oecialized training, certification, and/or specific experience <u>required</u> for you ic Accountant).	our position (such as Certified
BLS	S BPR	

Public speaking, clir	ting, public speaking).  nical care, computer skills, data collection
T ubile speaking, oil	near care, computer skins, data concentor
·	formation sources that you use regularly in the performance of your duties (e.g., reference works, textbooks, legal codes, technical manuals).
Professional journa	ls, infectious disease references, emergency preparedness manuals
5. Does your position	require that you have a valid driver's license? • Yes O No If yes, for which duties?
Outreach, education	n, emergency response
6. Does your position	require you to be at least 21 years of age? O Yes • No
7. Does your position	require passage of a:
Medical exam?	○Yes
Drug test?	●Yes O No
Psychological exam?	Oyes • No
Written exam?	○Yes •No
Other tests: Backgrou	ind Check
8. Check and list equi	ipment you operate as a regular part of performing your duties:
Computer Type	pewriter Calculator Transcriber/dictaphone Vehicle
Other (Please descr	ribe)
	job duties may involve some relationship between you and <u>data</u> (i.e. information, facts ts, statistics, notes, reports). Check the following statements that <u>most accurately</u> ement with data.

sim	ple instructions to complex sources of information or ideas. Check the following statements that most urately apply to your job responsibilities.
	Understand and follow oral or written instructions; write notes; request information or supplies in writing or orally (example: copy a list of names and addresses; discuss work instructions with supervisor, enter data on computer from a report).
	File, post, mail materials; copy data from one document to another; interview to obtain information (example: keep record of purchase orders; discuss list of products with customers, take phone messages/customer complaints).
	Read work rules; use standard English grammar, spelling, pronunciation; speak clearly, with poise (example: read copy to type letters, prepare written reports, greet customers and answer their questions).
<b>V</b>	Write/edit reports/news releases/contracts/leases; prepare/give presentations; interview/counsel/advise people (example: prepare and evaluate technical data; write proposals; counsel clients, negotiate contracts, edit newsletter).
	Section III
Dif	fficulty of Work/Responsibility
1. V	Which of the following phrases <u>best</u> describes the type of supervision you receive?  Immediate supervision. Assignments performed according to specific detailed instructions for easily learned, non-specialized or repetitive duties. No flexibility in the job.
•	Assignments and objectives set jointly by immediate supervisor and myself. Follow standard operating procedures or policy and procedural manuals. Must have supervisor's permission to deviate from standard operating procedures. Some flexibility in the job.
0	<b>Indirect or occasional supervision.</b> Assignments guided by definite objectives using a variety of methods or procedures. Plan and arrange own work and only refer to supervisor for unusual matters, such as policy interpretations. Moderate flexibility in the job.
0	<b>General supervision.</b> Assignments guided by broad policies and/or general objectives. Establish procedures and performance standards and interpret policies. Refer to supervisor when interpretations of departmental policies, programs, expenditures, are thought necessary. Have a high degree of flexibility in the job.
0	Administrative or advisory direction from a board or CEO. Develop own objectives for area(s) of responsibility. Establish major administrative unit/departmental policies, procedures, and performance standards. Accountable for department/unit results. Almost total autonomy in the job.
	Which of the following phrases <u>best</u> describes the criteria for which your work is reviewed? ork is reviewed primarily for
	Attainment of objectives Compliance with precedent Cechnical accuracy Compliance with Department policy Comp
	you checked more than two, please provide explanation:
ווטן	erent criteria based upon work duties

3. Check one of the following statements that <u>most accurately</u> describes the judgment you use in performing fundamental job duties.
O Decisions are always determined by specific instructions or existing, well established policies and procedures.
• On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from my supervisor.
O Periodically, decisions are made in the absence of specific policies, and/or guidance from my supervisor.
Frequently, decisions are made which are restricted only by organization-wide policies. Little direct guidance from supervisor.
O Decisions are restricted by only the broadest policy and/or guidance from supervisor.
Regularly make decisions in absence of policy; subject only to guidance from board/CEO.
4. Which of your duties requires the most judgment and adaptation of your position's guidelines? <i>Please explain and provide examples</i> .
Serves as a point of contact and liaisons between Incident Command participants. (Must be able to remain clam and collected during emergency while providing direction to others as defined by Incident Command Structure.
5. What programs, persons and/or functions are directly affected by the decisions you make?
Emergency Response, general public, other organizations
6. Give an example of the highest level decision you can make and what person or body (e.g., Board of Directors, Vice President) can overrule your decision.
Preparing education and outreach activities; providing hands-on assistance to local organizations; Health Officer, Health Administrator, or Board of Health can overrule decisions.
Section IV Personal Work Relationship/Supervisory
1. What is the name and position title of your immediate supervisor?
Supervisor: Lori Kelley Title: Health Administrator
2. Complete A) and B) only if you supervise or direct the work of others:
A) List names and position titles of employees you supervise or direct as a regular part of your duties.

<b>B</b> ) (	Check which statements most accurately describe your managerial/supervisory responsibilities.
	Analyze periodically the workload and the human resource needs of my organizational unit. Recommend increases and decreases in staff.
	Review position documentation for newly created or significantly revised positions. Obtain approval of supervisor.
	Interview candidates for openings and make hiring recommendations.
	Make hiring decisions.
	Orient new subordinates in the department regarding department policies/procedures and what is expected of them in the way of performance results.
	Plan, delegate and control work assignments and special projects to assigned staff.
	Establish specific work goals or quantitative and qualitative standards to be achieved by assigned staff.
	Train/develop/motivate assigned staff to improve performance and prepare for higher-level positions.
	Determine significant changes in responsibilities and major tasks of assigned staff by reviewing their position responsibilities on a regular basis.
	Evaluate the performance results of assigned staff. Discuss present and past performance with each person. Keep supervisor informed of performance discussion results.
	Review salaries of assigned staff and recommend changes when warranted.
	Recommend personnel actions, such as promotions, transfers, demotions.
	Keep supervisor and assigned staff informed of organization developments they need to know to carry out their position responsibilities.
	Maintain discipline and recommend corrective action as warranted.
	Communicate and administer personnel programs and procedures for my area in accordance with approved policies.
3. I	ist other departments, agencies, organizations, and others with whom you regularly communicate.
	IU Health, Emergency Management, local school corporations
	Check which statements <u>most accurately</u> describe your contact with employees, customers, governmental cials, or the general public.
	<b>Cooperative Work Relationship:</b> Give and receive information; Give factual information, test results, etc.; make referrals to other organizations.
	<b>Render Service:</b> Explain and interpret policies and procedures. Execute policies; maintain coordination of department/division operations.
~	<b>Instruct:</b> Teach or present subject matter to others through explanation, demonstration and supervised practice.
	<b>Negotiate:</b> Exchange ideas, information and opinion with others to form policies, products, programs, and/or arrive jointly at decisions or solutions to problems

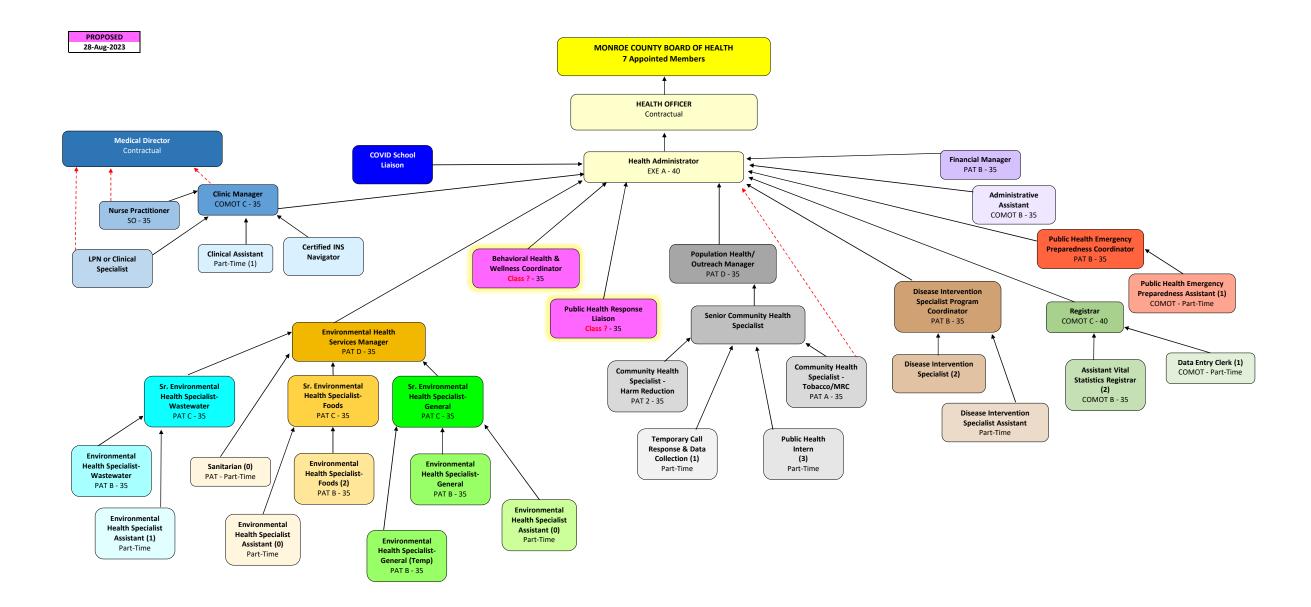
	Mentor: Deal with individuals in terms of their total personality in order to advise, counsel and/or guide them with regard to problems that may be solved by legal, scientific, engineering, clinical, spiritual, or other professional principles.					
Phy	Section V Physical Effort/Work Environment					
	Which of the following best describes your <u>prim</u>	nary working environment?				
	Laboratory Standard office Storeroom Vehicle Outdoors					
	Garage/shop	Other (please describe):				
If yo	If you checked more than one, please provide additional explanation.					
2. W	hich of the following best describes your <u>prim</u> <u>ESSENTIALITY</u>	nary working conditions?				
	N/A= Not Applicable to job A= Marginal requirement of job B= Essential requirement of job					
Esse	<u>entiality</u>	<b>Essentiality</b>				
В	work alone with minimum supervision	A work with others in a team environment				
В	work under time pressure	A work rapidly for long periods				
В	work on several tasks at the same time  B understand and carry out oral instru					
В	read/carry out simple written instructions	B memorize and retain instructions				
В	apply knowledge of people, locations	A present findings in oral or written form				
В	plan and layout assigned work projects  A testify in legal proceedings/court					
N/A	compute/calculate, such as interest					
А	count, make simple arithmetic additions/subtractions					
А	read/interpret detailed prints, sketches, layouts, specifications, maps					
А	prepare detailed reports, such as financial statements, sales activity, product feasibility					
В	plan and present public speaking presentations, fund raisers, special events					
В	sitting & walking at will	B sitting for long periods				
Α	standing/walking for long periods	A walking on uneven terrain				

Α	work in extreme hot or co	ld temperatures		wor	k in wet/icy surroundings	3
А	respond to emergencies fr	om off-duty status		wor	k with or near chemicals	(please list)
Α	work near fumes, odors, d	ust, dirt (please des	scribe)			
А	work in a noisy environmo	ent (describe noise	source)			
А	work in confined areas (pl	ease describe)				
А	wear protective clothing o	r equipment (pleas	e describe)			
А	work in high places, such as ladders, roofs, bucket truck (please describe)					
Α	work with or exposed to v	iolent/irate individ	uals (please	describe)		
А	respond to situations invol	lving potential phy	sical harm to	self and ot	thers (please describe)	
В	lifting under 25 pounds	A lifting 25	to 50 pound	s A	lifting over 50 pound	ls
А	pushing/pulling objects	B carrying of	bjects	А	crouching/kneeling	
В	bending at waist	B reaching		В	driving	
В	close vision	A far vision		В	color perception	
В	depth perception	B speaking	clearly	В	hearing sounds/comr	nunication
B handling/grasping objects B fingering objects (picking, pinching)						
3. Lis	st the three most physical	y demanding acti	vities you <u>ro</u>	egularly pe	rform in your job.	
Ass	ist with vaccine clinics					
Lift/	move presentation materials for	outreach				
Pro	vide instruction for activities suc	h as CPR training and	Stop the Bleed	t		
4 7 1						
4. Lis	st the three most emotion:	ally demanding ac	tivities you	regularly p	perform in your job.	
Provide education about disasters/emergency situations						
Outreach events						
Working on emergency response planning and coordination						
5. WI	5. What is your normal work schedule (example, 8 a.m. 4 p.m. M-F)?					
8aı	m-4pm M-F					
		N	<u>ever</u>	Regularly	<b>Occasionally</b>	
	e you required to: ork extended hours	<u></u>	<u> </u>			
a. W	oik extended hours		0	0	•	
b. w	ork weekends		0	0	•	

	<u>Never</u>	<b>Regularly</b>	<b>Occasionally</b>	
c. work evenings	0	0	•	
d. travel out of town, but not overnight	0	0	•	
. For what purpose?			_	
Training				
c. travel out of town overnight		0	•	
For what purpose?				
Training				
f. respond to emergencies on 24-hr basis		0	•	
g. on call on rotation basis	0	0	•	
mental requirements of your job.  8. Is your position politically appointed by a IC 36-2-16-4? Yes ○ No ⊙	a recognized	Department I	Head or Elected Offi	cial according to=
Certifications  Employee: I certify that the above statements  Name (print or type)	are an accura	te and fair deso	ription of my positio	n.
Title	D	epartment		
Signature		Date		
Supervisor: I have reviewed the contents of the or modifications I made have been initialed by				ırate. Any additions
Is the position described above, politically appaced according to IC 36-2-16-4? <b>Yes No</b> •	oointed by a r	ecognized Dep	artment Head or Elec	ted Official
Signature Lori Kelley		Date 8/17/202	3	
Please refer any major concerns or questions r	egarding this	questionnaire t	0	
Waggoner, Irwin, Scheele & Associates	, Inc.			

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Fax: (765) 286-2824



# THE COUNTY INDIANA STORM IN ALL TO STORM IN AL

## 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

(Noticed of County Council Quorum possible)
Tuesday, July 11, 2023, at 12:00 PM (Noon)
HR-Council Conference Room and Zoom Connection

#### **MEMBERS**

Present - IN PERSON - Peter Iversen, Chair

Present - VIRTUAL - Marty Hawk

Present - IN PERSON - Geoff McKim

#### **STAFF**

Present – IN PERSON – Courtney Moser, Council Assistant

Present – IN PERSON – Molly Turner-King, County Legal

Present - IN PERSON - E Sensenstein, Personnel Administrator

#### 1. CALL TO ORDER

Iversen called the meeting to order at 12:01 pm. He noted for the record that Councilor McKim and himself were present in the HR/Council Conference Room and Councilor Hawk attended virtually.

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#### 2. ADOPTION OF AGENDA - 12:02 PM

No changes to the agenda.

Iversen asked for a Roll Call vote:

Moser called the roll:

McKim Yes Hawk Yes Iversen Yes

Motion passed; 3-0; Unanimous

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# 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

Brianne Gregory, County Financial Director, presented on this item. PAC discussion ensued.

McKim moved to forward to Council with a positive recommendation the three (3) position descriptions of General Ledger/Grants Manager, Internal Auditor and GIS Customer Service Representative. Hawk seconded.

No further discussion.

Iversen asked for a Roll Call vote:

Moser called the roll:

Hawk Yes McKim Yes Iversen Yes

Motion passed; 3-0; Unanimous

#### 4. AVIATION DEPARTMENT, Amy Gharst

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

- -Airport Operations Team Lead
- -Airport Operations Specialist
- -Airport Secretary
- -Financial Manager

Amy Gharst, Airport Financial Manager, presented on this item. PAC discussion ensued.

McKim moved to forward to Council with a positive recommendation the four (4) position descriptions of Airport Operations Team Lead, Airport Operations Specialist, Airport Secretary, and Financial Manager. Hawk seconded.

No further discussion.

Iversen asked for a Roll Call vote:

Moser called the roll:

Hawk Yes McKim Yes Iversen Yes

Motion passed; 3-0; Unanimous

# 5. EMPLOYEE SERVICES, E Sensenstein & Angie Purdie Review of WIS Recommendation Memo for Job Descriptions

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

E Sensenstein presented on this item.

McKim moved to forward to the Council with a positive recommendation, the three (3) position descriptions of Personnel Administrator, ESD Assistant and Commissioners' Administrator. Hawk seconded.

No further discussion.

Iversen asked for a Roll Call vote:

Moser called the roll:
Iversen Yes
Hawk Yes
McKim Yes

Motion passed; 3-0; Unanimous

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#### 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.

Kate Wiltz, Council President, presented on this item. Lengthy PAC discussion ensued.

McKim made a motion to forward to WIS after President Wiltz and Molly Turner-King, Legal Counsel, updated the wording in paragraph 3 and complete the job task questionnaire. Iversen seconded.

No further discussion.

Iversen asked for a Roll Call vote:

Moser called the roll:

McKim Yes Hawk No Iversen Yes

Motion passed; 2-1 [Hawk]; Majority

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## 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.

Kate Wiltz, Council President, presented on this item. Lengthy PAC discussion ensued.

McKim moved that to add a duty that in essence states, "works with the Legal Department, DLGF, AIC and other organizations to inform Council members about new legislation affecting Council duties." Hawk seconded.

Iversen asked for a Roll Call vote regarding job description addition:

Moser called the roll:

IversenYesYesYesMcKimYes

Motion passed; 3-0; Unanimous

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McKim moved to send this position description to WIS as amended for the Assistant Council Administrator contingent on the tasks. Iversen seconded.

No further discussion.

Iversen asked for a Roll Call vote:

Moser called the roll:

McKim Yes Hawk No Iversen Yes

Motion passed; 2-1 [Hawk]; Majority

## 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. Molly Turner-King presented on this item.

PAC members were not in favor of requesting scoring sheets from WIS for County use.

#### 8. APPROVAL OF SUMMARY MINUTES

-June 6, 2023

No changes or amendments.

Iversen asked for a Roll Call vote:

Moser called the roll:

Hawk Yes McKim Yes Iversen Yes

Motion passed; 3-0; Unanimous

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## 9. ADJOURNMENT 1:10 pm

The Summary Minutes of the Personnel Administration Committee meeting held on July 11, 2023 were approved on September 5, 2023.

## PERSONNEL ADMINISTRATION COMMITTEE

"Aye"	"Nay"
Peter Iversen	Peter Iversen
Mortu Houde	- Marty Hoyek
Marty Hawk	Marty Hawk
Geoff McKim	Geoff McKim
ATTEST:	
Catherine Smith, Auditor Monroe County, Indiana	Date