



MONROE COUNTY COUNCIL

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

Eric Spoonmore, President
Kate Wiltz, President Pro Tempore
Trent Deckard
Marty Hawk
Peter Iversen
Geoff McKim
Cheryl Munson
Margie Rice, Legal Counsel
Kimberly Shell, Council Administrator
Meghan Miller, Council Assistant

COUNCIL WORK SESSION AGENDA Tuesday, April 27, 2021 at 5:30 pm MEETING CONNECTION VIA ZOOM

<https://monroecounty-in.zoom.us/j/82113298945?pwd=aWZxai8rY3FiWHlldnV2Y0ltTHRnZz09>

Meeting ID: 821 1329 8945

Password: 485032

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

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

* * * * *

“Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, activity of Monroe County, should contact Monroe County Title VI Coordinator, Angie Purdie, (812) 349-2550, apurdie@co.monroe.in.us, 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	PAGE
<hr/>		
2.	ADOPTION OF AGENDA	
<hr/>		
3.	DEPARTMENT UPDATES Bri Gregory, County Financial Director Angela Purdie, Board of Commissioners Administrator	
<hr/>		
4.	HIGHWAY DEPARTMENT, Lisa Ridge	4
	A. Request Approval of a New Position <u>Stormwater Management, 1197-0000</u> 11067 Stormwater Inspector	

<><><><><><><><><><><><><><><><>

B. Request Approval to Amend the 2021 Salary Ordinance
Stormwater Management 1197-0000
11067 Stormwater Inspector 40 Hours PAT 4 Exempt

(The PAT 4 Base Rate range is \$22.43 - \$25.66 hourly or approximately annually \$46,654 - \$53,373. This amount will be prorated depending on the hire date.)

The Department met with Council and the Personnel Administration Committee (PAC) regarding the need of a Stormwater Inspector. On March 2nd, PAC approved to forward the new position to Waggoner, Irwin, and Scheele (WIS) for review and classification. The WIS recommendation was received and reviewed by PAC on April 20th. PAC approved to move forward with a positive recommendation to Council. At this time, WIS recommends this position be classified as a PAT 4 – Exempt level until the salary analysis is completed. An amendment to the 2021 Salary Ordinance will be needed to add this position to the Stormwater Management budget.

5. PROSECUTOR’S OFFICE, Beth Hamlin 13
Request Approval of a Category Transfer
Adult Protective Services, 9112-9621
FROM:
30058 Travel/Training \$1,551.00
TO:
17801 Part-Time \$1,551.00

This is a request to make a transfer in the fund from the Services Category to the Personnel Category in order to make expenditures before the end of the grant year.

6. BOARD OF COMMISSIONERS, Angie Purdie 15
A. Request Approval to Hire at Mid-Point based on Resolution 2015-46
General Fund-Veterans Affairs, 1000-0012
12004 Veterans Affairs Director 40 Hours PAT 3 Non-Exempt

The Department is requesting a Mid-Point Hire for the Veterans Affairs Director. The candidate presents with 20 years of military service and 11 years as a Human Resource professional specifically with benefits. The HR Specialist has reviewed the request and believes the candidate should be considered for the Mid-Point Hire.

<><><><><><><><><><><><><><><>

B. Request Approval to Amend the 2021 Salary Ordinance
General Fund-Veterans Affairs, 1000-0012
FROM:
12004 Veterans Affairs Director 40 Hours PAT 3 Non-Exempt
TO:
12004 Veterans Affairs Director 40 Hours PAT 3 Non-Exempt MPH Status

(The Mid-Point Hire Base Rate for a PAT 3 is \$23.32 hourly or approximately \$48,506 annually. This amount will be prorated depending on the candidate’s actual date of hire.)

If Council approves the Mid-Point Hire, a Salary Ordinance amendment is needed in order to allow the Payroll Administrator to issue earnings above the Minimum Rate for a new employee.

- 7. CORRECTIONAL CENTER/JAIL, Sam Crowe**
Discussion and Review of 2020 Correctional Center Annual Jail Report
-

- 8. SHERIFF'S OFFICE, Ryan Davis** **22**
Discussion Regarding the Addition of a New Position
-Administrative Data Analyst

The Sheriff's Office and a few members of Council have had discussions about creating an Administrative Data Analyst position to assist in compiling data in an effort to be more transparent to the community in matters of public interest such as statistical information and general data. The growing request for information from the public has created a burden on other positions within the Department. The Department would like to move forward with having the job description reviewed and classified. At the April 20th PAC meeting, PAC Members requested this position be reviewed by the entire Council prior to submitting a job description to PAC for review.

- 9. FIRST QUARTER COUNCIL/BOARD OF COMMISSIONERS DISCUSSION**
-2021 Proposed Bond Projects
-American Rescue Plan Fund (ARP)
-

- 10. DISCUSSION AND APPROVAL OF RESOLUTION 2021-18: CLARIFYING PROCEDURES FOR FILLING VACANCIES IN FULL-TIME POSITIONS.** **44**

This item was before Council at the April 13th Regular Session. Council requested feedback from departments as to the clarity of the language. Those comments were reviewed and the Resolution was updated.

- 11. BOARDS AND COMMISSIONS**
Current Board or Commission Vacancies
-Vacancy: Women's Commission 2 Year Term Expires: 1/1/2022 (*completing a current term*)
-

- 12. COUNCIL COMMENTS**
-

- 13. ADJOURNMENT**



Waggoner • Irwin • Scheele
& Associates INC

MEMO

TO: Monroe County Personnel Administration Committee

FROM: Tyler Perkins and Allison Collins
Waggoner, Irwin, Scheele & Associates, INC.

DATE: March 10, 2021

RE: New Position Request – Highway

As requested, Waggoner, Irwin, Scheele, and Associates, reviewed the following new position request for the Monroe Highway Department-Stormwater Division.

Stormwater Inspector

This is a new position request. The position will be responsible for assisting the MS4 Coordinator with all aspects of stormwater operations, including inspection and approval of all new stormwater infrastructure, implementation of the County’s stormwater quality management plan, and management of the post-construction stormwater runoff program.

Job duties include: Performing inspections of new stormwater utility infrastructure during active construction to ensure compliance with approved plans and specifications; Maintaining a daily log of all work inspected and maintaining project photos; Attending pre-construction meetings and construction progress meetings; Implementing a long-term post-construction stormwater management program as defined by the MS4 General Permit; Communicating inspection findings, deficiencies, and maintenance recommendations; Providing educational materials to property owners, Homeowners Associations, and contractors about stormwater infrastructure and post-construction stormwater facilities; Maintaining records and helping manage county’s asset management database; Collecting stormwater samples and performing water quality tests; Responding to illicit discharge incidents and following appropriate reporting protocols; and Performing spill response procedures.

Job requirements include: Bachelor’s degree in engineering, environmental science, natural resources, or closely related field; and Ability to obtain a professional certification, such as CPSWI or CESSWI within one (1) year of hire.

We have assessed this position 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 430 factor points. As you know, Waggoner, Irwin, Scheele, and Associates is in the process of conducting a County-wide job classification and salary analysis project which may include adjusting the County's current classification levels. Therefore, it is recommended that the Stormwater Inspector be classified at PAT IV Exempt and compensated at the PAT IV classification level until the salary analysis is completed.

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Stormwater Inspector
DEPARTMENT: Highway – Stormwater Division
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: January 2021

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. 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 the Stormwater Inspector for the Stormwater Division in the Monroe County Highway Department, responsible for assisting the MS4 Coordinator with all aspects of stormwater operations including inspection and approval of all new stormwater infrastructure, implementation of the County’s stormwater quality management plan, and management of the post-construction stormwater runoff program.

DUTIES:

Performs inspections of new stormwater utility infrastructure during active construction to ensure compliance with approved plans and specifications, including any pipes, ditches, conveyances, drains, catch basins, outfalls, post-construction stormwater facilities, and green infrastructure resulting from public and private development or redevelopment projects.

Maintains a daily log of all work inspected and maintains project photos.

Attends pre-construction meetings and construction progress meetings as necessary.

Implements a long-term post-construction stormwater management program, as defined by the MS4 General Permit. Maintains an inventory of public- and private-owned facilities, performs inspections, creates letters and reports describing maintenance recommendations, and pursues enforcement when necessary.

Communicates inspection findings, deficiencies, and maintenance recommendations to property owners, Homeowners Associations (HOAs), contractors, or other responsible parties. Implements enforcement procedures as necessary.

Provides educational materials to property owners, HOAs, and contractors about stormwater infrastructure and post-construction stormwater facilities. Assists the MS4 Assistant with presentations and workshops.

Maintains records and helps manage the county's asset management database. Assists the MS4 Coordinator with updating and implementing an Asset Management Plan.

Collects stormwater samples and performs simple water quality tests.

Responds to illicit discharge incidents and follows appropriate reporting protocols. Works with the MS4 Assistant on tracking and enforcement cases as necessary.

Performs spill response procedures as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in Engineering, Environmental Science, Natural Resources, or closely-related field. Experience with laser level surveying preferred.

Must be at least 21 years of age.

Ability to obtain a professional certification, such as CPSWI or CESSWI, within one (1) year of hire.

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

Thorough knowledge and high level of computer proficiency with data management and report writing skills.

Working knowledge of ArcGIS software, or ability to acquire such skills.

Ability to read and interpret construction plans, utility plans, detailed maps, legal descriptions, site plans, and topographic and floodplain maps. Working knowledge of construction site sequencing.

Ability to learn basic surveying techniques.

Ability to identify common vegetation, including invasive species.

Ability to follow standard safety procedures on construction sites and other outdoor work environments.

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 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, engineering firms, developers, property owners, state agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office and inspection equipment, including computer, printer, calculator, camera, laser level, measuring wheel, soil probe, telephone, and vehicle.

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

Ability to compute and perform arithmetic operations, such as measuring, figuring, and tabulating survey results.

Ability to analyze, evaluate, coordinate, place, and fabricate data and take action based on data analysis.

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

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 evenings and travel out of town for training/conferences, sometimes overnight. Ability to occasionally respond to emergencies from off-duty status.

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

II. DIFFICULTY OF WORK:

Independent judgment is needed when assessing projects, conducting inspections and working with the public. Incumbent develops criteria and ensures proper implementation of stormwater design projects in accordance with general guidelines and applicable rules and regulations, exercising judgment to gain cooperation with various government agencies and assure compliance with all legal requirements. Incumbent will be responsible for ensuring any new stormwater infrastructure complies with local standards, and that permanent stormwater treatment facilities are properly maintained and effective. Errors in judgment may have serious financial implications for the county, or for private property owners.

III. RESPONSIBILITY:

Incumbent is responsible for serving the residents of Monroe County and working towards the protection of public health and safety and the improvement of surface water quality. Using the county's Stormwater Management Ordinance, the Stormwater Technical Standards Manual, and the State's MS4 General permit as guides, incumbent serves in a regulatory capacity to ensure that projects within Monroe County are compliant and protective of local infrastructure and natural resources. Work is reviewed for technical accuracy, soundness of judgment, compliance with department policies, and compliance with applicable laws and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, engineering firms, developers, property owners, state agencies, and the public for the purpose of explaining and interpreting policies, determining ordinance violations, determining compliance with maintenance standards/policies, and exchanging information.

Incumbent reports directly to MS4 Coordinator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both a standard office environment and in the field during site visits, involving sitting/walking at will, sitting/walking/standing for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, crouching/kneeling/bending, reaching, driving, close/far vision, depth perception, hearing sounds/communication, speaking clearly, keyboarding, and handling/grasping/fingering objects.

Incumbent often performs work in the field during site visits, including walking on uneven terrain, sometimes in varying weather conditions, and is periodically exposed to excessive noise, dirt, dust, traffic areas, and vehicle and equipment fumes. Safety precautions must be used at all times to avoid injury to self and others, including protective clothing such as gloves, goggles, hardhat, and ear plugs.

Incumbent occasionally works extended hours and evenings and travels out of town for training/conferences, sometimes overnight. Incumbent occasionally responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Stormwater Inspector 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 meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Type or Print name

Salary Compensation

Estimated Fiscal Impact

2021

ACCOUNT LINES

FT Insurance	10,500	18001
FICA:	7.65%	18101
PERF:	14.20%	18201
Longevity	\$1,200.00	17601

Department: Highway - Stormwater

Account Line: 1197-11067-0000

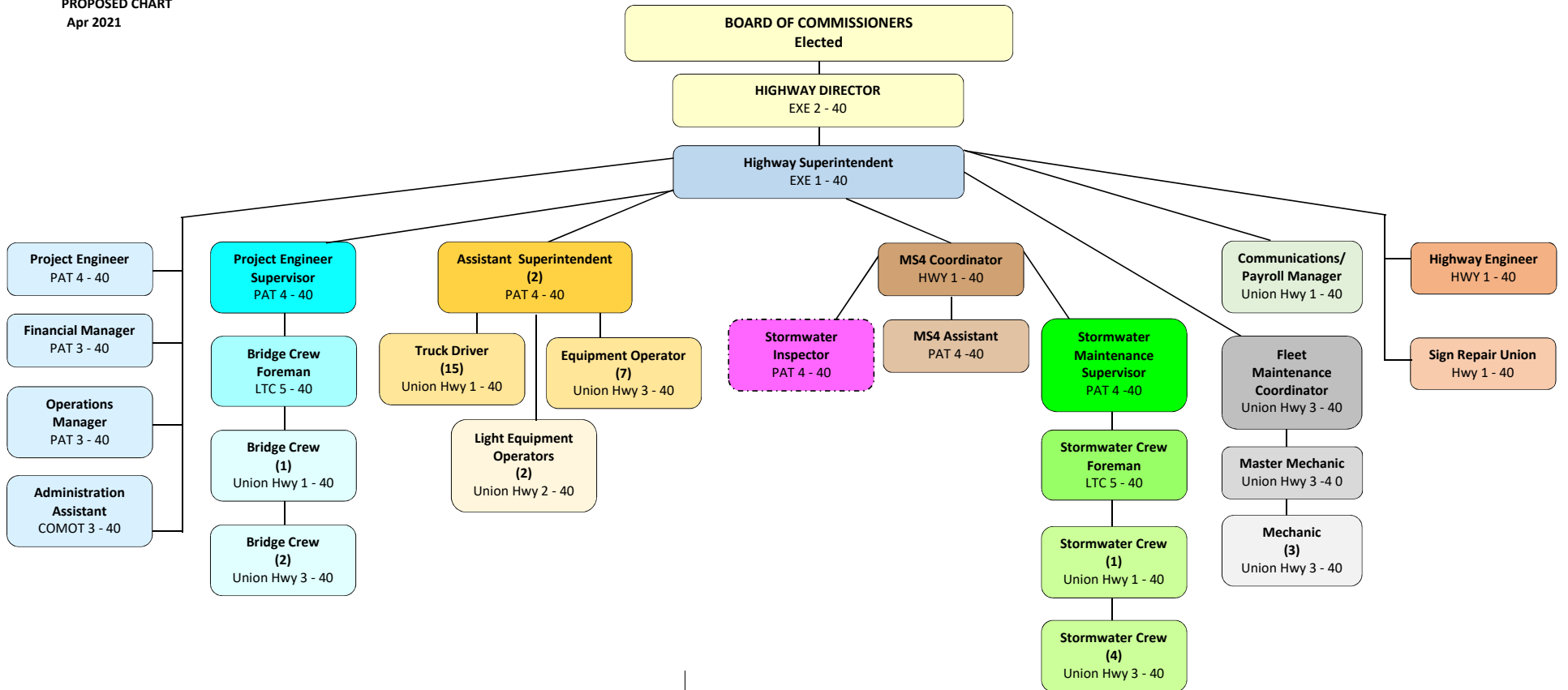
Position Title: Stormwater Inspector

Hours per Week: 40

Remaining Payroll Claims 13
EFFECTIVE DATE 6/20/2021
PROPOSED FISCAL IMPACT
\$ 26,687.00
\$ 5,250.00
\$ 2,042.00
\$ 3,790.00
\$ 1,200.00
\$ 38,969.00

Hourly Base Rate	\$25.66 Current	\$0.00 Requested	2021
Classification	PAT 4	Classification	TOTAL YEAR
Grid Level	14-Year	Level	FISCAL IMPACT
Salary	\$ 53,373.00	\$ -	\$ (53,373.00)
Insurance	\$ 10,500.00	\$ -	\$ (10,500.00)
FICA	\$ 4,084.00	\$ -	\$ (4,084.00)
PERF	\$ 7,579.00	\$ -	\$ (7,579.00)
Longevity	\$1,200.00	\$0.00	\$ (1,200.00)
TOTALS	\$ 76,736.00	\$ -	\$ (76,736.00)

The above fiscal impact total is based on a full year of service. This final amount will be prorated depending on the candidate's actual hire date.





MONROE COUNTY COUNCIL AGENDA REQUEST

(Review form before completing)

DEPARTMENT: Prosecutor

TODAY'S DATE: 04/21/2021

CONTACT PERSON(S): Beth Hamlin

PHONE: (812) 349-2064 EMAIL: bhamlin@co.monroe.in.us

PURPOSE OF REQUEST:

- Creation of New Fund/Account Line(s)
- Additional Appropriation(s)
- Transfer of Funds
- Amend Salary Ordinance

Other (specify) _____

Please give a **THOROUGH** narrative explanation of the request (purpose of the request and action needed by Council).

Explanation:

This is a request to make a transfer in our APS fund from the 30's to the 10's in order to make expenditures before the end of the contract year.

Complete only the pages below that correspond to the above selected request.

TRANSFER OF FUNDS

DEPARTMENT: Prosecutor

TODAY'S DATE: 04/21/2021

FUND NAME: Adult Protective Services

FUND: 9112

LOCATION: 9621

TRANSFER FROM:

ACCOUNT NUMBER(S)	ACCOUNT DESCRIPTIONS	AMOUNT
<u>30058</u>	<u>Travel/Training</u>	<u>\$ 1,551.00</u>
GRAND TOTAL		<u>\$ 1,551.00</u>

TRANSFER TO:

ACCOUNT NUMBER(S)	ACCOUNT DESCRIPTION(S)	AMOUNT
<u>17801</u>	<u>Part Time</u>	<u>\$ 1,551.00</u>
GRAND TOTAL		<u>\$ 1,551.00</u>

GRAND TOTALS MUST MATCH!



REQUEST TO HIRE IN AT THE MIDPOINT OF THE COMPENSATION SCALE

(Resolution 2015-46)

Department: Veteran's Affairs DH/EO: Board of Commissioners

Position: Veteran's Service Officer Classification: PAT III

Minimum Salary: \$44,283 Mid Point Salary: \$48,546

Evaluation Factors: Knowledge, Skill, Ability (KSA) and Experience

Department
Head/Elected Official
Statement

██████ presents with twenty years of military service, including support roles in war operations, an attribute that is beneficial to our veterans. ██████ also brings eleven years as a human resource professional coupled with his military experience, thus providing a knowledge base that will prove beneficial to the needs of our veterans.

Signature: Angela Purdie Date: _____
Digitally signed by Angela Purdie
DN: cn=Angela Purdie, o=Monroe County Government, ou=Board
of Commissioners, email=apurdie@co.monroe.in.us, c=US
Date: 2021.04.19 15:31:25 -04'00'

Human Resources
Statement

██████ has 11 years of corporate and government experience in training, project management and leadership. ██████ also has 20 years of military service. ██████ HR experience, specifically with benefits, will assist veterans with navigating local, state, and federal veteran's benefits systems.

Signature: Elizabeth Sensenstein Date: 4/21/2021

Council Required Documents

- Job Description
- DH/EO Statement
- HR Statement
- Statement of fiscal impact

Council Decision Yes No Date _____

Personnel Administration Committee (PAC) Review:

PAC Required Documents

- Job Description
- Redacted resume of the applicant

Date closed: _____

Address: [REDACTED] Bloomington, IN 47401 Phone: [REDACTED]

Skills and Expertise:

Training Development	Program Management	Large Group Dynamics	Team Leadership
Training Facilitation	Project Management	Team Collaboration	Consultant / SME
New Hire Onboarding	Training Planning	Scheduling / Planning	Strategic Planning
Veterans Benefits	Training Logistics	Training Event Lead	Program Development
Benefits Training	Employee Records	Data / Metric Reports	Gaps / Goals / KPIs
Presentation Skills	Virtual Meetings	Communications	Policies / Procedures
Recruiting	Talent Acquisitions	Talent Sourcing	HR Recruiting

Education and Technical Skills:

- **Degree:** Bachelor of Science, Human Resource Development, Indiana State University
- **Degree:** Assoc. of Applied Science, Communications Applications Technology, Community College of the Air Force, Gunter AFB
- **Degree:** Assoc. of Applied Science, Logistics Management, Community College of the Air Force, Gunter AFB
- **Technical / Software:** Microsoft Office Suite: MS Excel, MS Word, MS PowerPoint, MS Outlook, MS Access, Google Suite, Google Maps, Lawson HRIS, New World HRIS, Kronos Time Keeping

PROFESSIONAL EXPERIENCE

City of Bloomington, Bloomington, IN

May 2019 – Present

Human Resources Generalist

- **Company / Role:** Report to Assistant Director as the HR Generalist working for the Bloomington local government providing HR services to city employees; 700 city staff
- **Leadership:** Engaging in hiring, and have hired up to 200+ new employees
- Provide HR consultation and support regarding Training, Talent Management, Recruitment, Performance Management, Compensation, Employee Relations
- Support managers in developing and communicating plans to address areas for improvement requiring training, business acumen, process knowledge, or professional development; engage leadership integrity and confidentiality regarding sensitive issues
- Manage city hiring process and coordinate hiring of all city employees with managers and city stakeholders, including interviewing, offering, on-boarding, and training
- Provide support to managers in interpreting and applying policy, answering hiring process questions, administering administrative remarks and termination process
- Conduct investigations into employee complaints and mediate employee conflicts
- Counsel Managers through challenging performance management situations
- Answer reasonable accommodation requests with personal passion and commitment
- Manage FMLA program and the ADA reasonable accommodation interactive process
- Maintain compliance with all federal and state regulations; maintains confidentiality

Key Results:

- Developed COVID-19 continuity of operations plan for remote HR operations
- Participated in hiring process improvement planning to ensure fair and equitable hiring
- Project managed FMLA outsourcing effort

IU Health South Central Region, Bloomington, IN

Jul 2017 – May 2019

Human Resources Consultant / HRBP

- **Company / Role:** Reported to Regional Director of HR as the HRBP working for this healthcare company providing medical services to patients; region employed 3800 staff
- Engaged as a Human Resources Business Partner for 10 service lines, one major hospital facility, and multiple individual business units with more than 1300 team members
- Provided guidance and coaching to leaders and team members on all HR areas, including but not limited to: performance management, employee relations, change management, employee engagement, employee turnover, onboarding, training, development, workforce planning, and employment law such as; FMLA, FLSA, ADEA, ADA

Key Results:

- Developed and delivered training module for new system onboarding process, giving all 146 regional leaders the tools and knowledge to successfully integrate new practices
- Streamlined communications: created SharePoint site for regional HR; efforts allowed leaders and team members to access vital HR policies, forms, guides in one location

United States Air Force / Indiana National Guard

Apr 2009 – Sep 2015

Senior Human Resources Program Manager, SMSgt, Active Duty, Ret. 9/2016

- **Company / Role:** Reported to Squadron Commander as the Sr. HR PM working for the USAF; provided HR services to military personnel located in Hulman Field, ANGB
- **Leadership:** Led 5 direct reports, hired ~2000 and supported on-boarding
- **Financial Management:** Managed \$2M+ annual personnel budget
- Led as a dedicated, committed Senior HR Leader and constructed strategic forecasts for human capital requirements/needs; engaged in teamwork delivering training
- Created, developed, and delivered individual, team, and large group training courses
- Planned, implemented and coordinated local, state, and federal projects
- Planned and processed talent acquisition of 2000+ employees supporting US safety
- Wrote job descriptions; monitored performance evaluation program and revised as necessary for 374-person unit; supported workforce planning analysis and design

Key Results:

- Led as Project Manager for complex, matrix military organization efforts
- Streamlined project management processes for multi-million-dollar projects
- Involved in multiple mobilization rapid improvements events for process improvement
- Developed and implemented new human resources approaches, policies, programs and procedures to effect continual improvements of organization and services performed

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Veterans' Service Officer/Director
DEPARTMENT: Monroe County Veterans' Affairs
WORK SCHEDULE: As Assigned
JOB CATEGORY: PAT III (Professional, Administrative, Technological)

DATE WRITTEN: January 2007 **STATUS:** Full-time
DATE REVISED: September 2015 **FLSA STATUS:** 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 proves or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Veterans' Service Officer/Director for Monroe County, responsible for providing information and assistance to veterans, their dependents, and survivors on benefit programs and entitlement criteria.

DUTIES:

Provides veterans' benefits information to veterans, their dependents and survivors, local government agencies, and the media by responding to inquiries in person, by mail, by telephone, and email. Provides benefit information through newspaper articles, web page, local television and radio, and public speaking engagements.

Assists eligible veterans and dependents in procurement and proper completion of initial federal veterans' benefit application forms for available local, state, and federal veterans' benefits; reopens existing claims for local or state benefits or federal compensation or pension; researches and determines applicable laws, precedent cases, eligibility requirements; and monitors claim status, as necessary. Ensures all timelines are met so veteran does not lose potential benefits.

Assists survivors of deceased veterans in obtaining death benefits such as burial in national cemetery, burial allowances, government grave marker, government life insurance proceeds, and survivor benefits. Researches medical conditions and obtains necessary medical records and statements from physicians to support claim(s).

Makes visits to veterans', dependents', and survivors' residences, medical providers' offices, nursing homes, and VA Outpatient Clinic, gathering and providing information, interpreting VA correspondence, and assisting with completion of forms and statements.

Maintains records, confidential claims, files, and records in accordance with privacy policies and standards of County, and State, and Federal laws.

Assists clients' designated veterans organization representative or, if none designated, independently provides representation during appeal hearings.

Communicates with VA Officials and veteran's Power of Attorney concerning status of individual claims.

Serves as liaison to veterans' organizations to brief members on current information on benefits such as speaking to community organizations, maintaining communication with Director of Training and Service at IDVA, and attending Veterans Service Officers' meetings and training seminars as required by IDVA.

Initiates, participates in, and provides administrative support to quarterly meetings of the Monroe County Veterans Advisory Council in accordance with County Code.

Performs related duties as needed.

I. JOB REQUIREMENTS:

High school diploma or GED, with one (1) to two (2) years previous relevant experience, or any combination of education, training and experience.

Must be at least 21 years of age.

Must be a citizen of the State of Indiana and be honorably discharged from the United States Military Service with at least six (6) month service and must be accredited by Indiana Department of Veterans Affairs.

Working knowledge of and ability to comprehend and correctly use a variety of informational documents, including various VA forms, service records, benefit letters/updates, medical records, and other reports and records.

Working knowledge of and ability to comprehend a variety of reference books and manuals including, but not limited to, Veterans Benefits Handbook, Service Officer Guidebook, IDVA manuals/guides, Indiana Code, and Veterans Service Handbook.

Ability to supervise the daily activities of department employees, including describing positions and recruiting.

Thorough knowledge of federal, state, and county veterans' benefits, eligibility criteria, and application procedures.

Ability to accurately research benefit issues, interpret sources such as federal and private web pages and gauge reliability, and apply case law regarding county, state, and federal veterans' programs' intent, legislative history, eligibility criteria, application and appeal procedures.

Knowledge of military documents, acronyms, and order formats, medical terminology, and categories of active and reserve duty. Knowledge of military retirement pay and medical benefits.

Ability to effectively communicate orally and in writing in a courteous and tactful manner.

Ability to effectively summarize the legal bases for claims and appeals, identify cause and effect relationships, identify and resolve gaps in information, and compose related documents.

Ability to attend and successfully complete mandatory County Service Officer training schools, and to retain certification annually by successfully completing Veterans Service Officers test.

Ability to maintain accurate records, prepare necessary activity reports, and administer department budget.

Ability to facilitate meetings and mediate between parties holding differing views.

Ability to effectively supervise the work of others, including describing positions and recruiting.

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, other county veterans' service officers and staff, representatives of the U.S. Department of Veterans' Affairs, veterans, their dependents and survivors, federal and state Department of Veterans Affairs and other federal and state agencies, local, state, and federal Veteran Services Organizations, representatives from the media, financial aid offices of post-secondary schools, hospitals, funeral homes, and cemeteries, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

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

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

II. DIFFICULTY OF WORK:

Incumbent performs duties according to practices and guidelines established by the Department of Veterans Affairs, using independent judgment in interpretation and selection of most pertinent

guidelines to fit individual facts and conditions. Work requires the consideration of relevant variables in judgment of applicable benefits and application procedures.

III. RESPONSIBILITY:

Incumbent is responsible for the efficient operation of the department, determining priorities and accomplishing duties in accordance with local needs. The department's work makes a substantial contribution to the well being of veterans, their dependents, and their survivors with local decision making guided by policies and established practices which may be discussed with superiors, County Legal or Auditor departments, and/or state and federal veterans affairs offices as the incumbent deems necessary.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, other county veterans' service officers and staff, representatives of the U.S. Department of Veterans' Affairs, veterans, their dependents and survivors, federal and state Department of Veterans Affairs and other federal and state agencies, local, state, and federal Veteran Services Organizations, representatives from the media, financial aid offices of post-secondary schools, hospitals, funeral homes, and cemeteries, and the public for a variety of purposes including obtaining information, offering counseling and assistance in obtaining of benefits, explanation of procedures and eligibility regulations, submission of activity reports and budget requests, and completion of ongoing in-service training.

Reports directly to County Commissioners and Director of Indiana Department of Veterans' Affairs.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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

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

Applicant/Employee signature

Date

Type or Print name

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Administrative Data Analyst
DEPARTMENT: Sheriff
WORK SCHEDULE: As Assigned (40 HR / Week)
JOB CATEGORY:

DATE WRITTEN: February, 2021 **STATUS:** Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Administrative Data Analyst for the Monroe County Sheriff's Department, responsible for the analysis of data and distributing to the proper division director, inputting case data into the Agency case management system for the investigative division, managing the Lexipol daily training briefs for sworn personnel and tracking cases and their status for the investigative division.

DUTIES:

Responsible for research and analysis of law enforcement data; identification and interpretation of criminal activity, patterns, and trends; and forecasting trends to aid in staffing and deployment of police personnel for the prevention and suppression of criminal activities. This will aid in the investigative process and provide timely information, which increases the apprehension of offenders and the clearance of cases.

Position is part of the Investigative Division specializing in crime trends and patterns, surveys, statistical analysis, data integrity and reporting statistics to police personnel, public, government agencies and other institutions.

Incumbent will primarily support the overall Department mission to provide a safe and secure environment for the community, while aiding in transparency with the community on statistical data of interest.

Incumbent is responsible for the analysis of complex law enforcement data. The Administrative Data Analyst is also responsible for the identification and interpretation of current and anticipated criminal activity, patterns and trends.

Incumbent will conduct all source research and perform analysis of criminal information received by the Investigative Division within the Sheriff's Department relating to criminal activities and relationships. Work involves extensive reading, report writing, data analyses and development of hypothetical links between criminals and crime groups. Reports and charts are developed and written to be used as background information for planning future enforcement or other legal action.

Maintains various official investigative records and logs, including arrest documents, case incident reports and case assignments and their status. Copies and sends documents to appropriate courts and agencies as required.

Type's correspondence, memorandums, reports and related document for department personnel as required.

Performs information searches and provides copies of documents upon request.

Answers multi-line telephone, determines nature of call, responds to inquiries and/or routes caller to appropriate person, department, agency or voice mail.

Access to TLO, Intelmate, Crime Stoppers, Odyssey, IDACS, Offender Watch and the general investigative email address to aid in the investigative process.

Testifies in court / legal proceedings as required.

Assists MCSD officers and all other law enforcement personnel with requests and questions.

Establishes, maintains, and ensures the safety of various files and reports, such as crime statistics and UCR report files.

Prepares and submits various reports, including officer activity reports. Prepares a variety of paperwork and correspondence, including monthly and annual status reports.

Transcribes as directed and enter pertinent information regarding police operations into department computer, including case reports, dispositions, and field contacts.

Processes and compiles statistical information as requested.

Maintains, processes, transcribes and disposes of interview statement audio/video recordings for department.

Processes various IDACS/NCIC transactions, including criminal history checks, message switching between agencies, entry of wanted persons and sex offenders, and protection orders and wanted/stolen items.

Completes incident reports. Occasionally attends training programs for certification in specialized law enforcement areas as assigned or required.

Assists in training personnel.

Performs all other related duties as assigned by the Sheriff, or their designee.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Minimum of High school diploma or GED. College degree preferred.

Must be at least 21 years of age.

Possession of or ability to obtain certification in IDACS/NCIC.

Experience in data analysis, research methods, theory, and statistics in a law enforcement capacity. Ability to conduct complex statistical and analytical studies, and ability to collect, conceptualize, analyze, interpret and prepare police data, and to utilize this data to evaluate police deployment, responses and problem solving efforts.

High level of proficiency with relational database and spreadsheet applications including Access and Excel, and knowledge of computer data systems, statistical analysis, and mapping software programs.

Ability to analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgement.

Skill in establishing and maintaining positive working relations with Department personnel, law enforcement and the legal and criminal justice system personnel.

Ability to communicate clearly, concisely, and professionally both orally and in writing.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Sheriff's Department and all related federal, state and local ordinances.

Knowledge of police and courtroom procedures and policies.

High working knowledge of standard English grammar, spelling and punctuation and ability to prepare a variety of legal forms and documents and written reports as required.

Ability to operate standard office equipment, including computer, printer, copier, typewriter, telephone, transcriber, scanner, fax machine, label printer, and laminator.

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

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

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

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

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

Ability to understand, memorize, retain, and carry out written or oral instructions.

Ability to work extended hours, evenings, and weekends.

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

II. RESPONSIBILITY:

Incumbent performs duties according to standard departmental procedures with priorities primarily determined by supervisor and service needs of the public. Unusual problems/circumstances are discussed with supervisor at incumbent's discretion. Errors in work are primarily detected or prevented through legally defined procedures, supervisory review, and/or notification from other departments or the public. Undetected errors could result in endangerment to self or others, inconvenience to other departments, agencies or the public, and/or potential lawsuits against the County.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, police officers, courts, other law enforcement personnel, attorneys, and the public for exchanging information, maintaining records, and rendering service.

Incumbent reports directly to the Investigative Detective Lieutenant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects under 25 pounds, pushing/pulling objects, reaching, keyboarding, close/far vision, speaking clearly, depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may occasionally work with or be exposed to violent/irate individuals or exposed to content that is considered sensitive / graphic. Incumbent could work extended hours, evenings, and weekends.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Type or Print name

DRAFT

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:

Department:

Employee Name:

FLSA Status: Exempt Non-exempt

• Purpose •

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

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

This questionnaire is not

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

• Instructions •

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

DO NOT DETACH THIS INSTRUCTION SHEET

Helpful Hints for Completing the Job Questionnaire

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

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

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

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

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

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

Thank you for your valuable time!

Section I

Essential Functions of Position

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

Responsible for the analysis of data and distribution, inputting case data into the Agency case management system.

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

Types correspondence, reports and other documents B G

ESSENTIALITY

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

FREQUENCY

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

List primary duties:

Essen Freq

1. Responsible for research and analysis of law enforcement data; identification and interpretation of criminal activity, patterns, and trends; and forecasting trends to aid in staffing and deployment of police personnel for the prevention and suppression of criminal activities.

B G

2. Position is part of the Investigative Division specializing in crime trends and patterns, surveys, statistical analysis, data integrity and reporting statistics to police personnel, public, government agencies and other institutions.

B G

3.

Incumbent will primarily support the overall Department mission to provide a safe and secure environment for the community, while aiding in transparency with the community on statistical data of interest.

B G

4.

Incumbent is responsible for the analysis of complex law enforcement data. The Administrative Data Analyst is also responsible for the identification and interpretation of current and anticipated criminal activity, patterns and trends.

B G

5.

Incumbent will conduct all source research and perform analysis of criminal information received by the Investigative Division within the Sheriff's Department relating to criminal activities and relationships. Work involves extensive reading, report writing, data analyses and dev

B G

6.

Maintains various official investigative records and logs, including arrest documents, case incident reports and case assignments and their status. Copies and sends documents to appropriate courts and agencies as required.

B G

7.

Type's correspondence, memorandums, reports and related document for department personnel as required.

A G

8.

Performs information searches and provides copies of documents upon request.

A G

9.

Answers multi-line telephone, determines nature of call, responds to inquiries and/or routes caller to appropriate person, department, agency or voice mail.

A G

10. Access to TLO, Intelmate, Crime Stoppers, Odyssey, IDACS, Offender Watch and the general investigative email address to aid in the investigative process. B G
11. Testifies in court / legal proceedings as required. A C
12. Assists MCSD officers and all other law enforcement personnel with requests and questions. A G
13. Establishes, maintains, and ensures the safety of various files and reports, such as crime statistics and UCR report files. B G
14. Prepares and submits various reports, including officer activity reports. Prepares a variety of paperwork and correspondence, including monthly and annual status reports. A E

Section II

Job Requirements/Training/Certification

1. Check the number of years of school have you completed:

- | | |
|--|---|
| <input type="checkbox"/> 9 | <input type="checkbox"/> 17 |
| <input type="checkbox"/> 10 | <input type="checkbox"/> 18 (Masters Degree) |
| <input type="checkbox"/> 11 | <input type="checkbox"/> 19 |
| <input type="checkbox"/> 12 (high school graduate or GED) | <input type="checkbox"/> 20 |
| <input type="checkbox"/> 13 | <input type="checkbox"/> 21 (Doctoral Degree) |
| <input type="checkbox"/> 14 (Associate Degree or 2 years of advance education) | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> 15 | |
| <input type="checkbox"/> 16 (Baccalaureate Degree or 4 yrs of advance education) | |

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

High school diploma/GED Associate Degree Baccalaureate Degree Masters Degree

Other (Please describe)

Acceptable fields of study:

3. Indiana Law Enforcement Academy Training required:

Law Enforcement Officer Correctional Officer Communication Officer

Other (Please describe)

4. Specialized training, certification, and/or specific experience required for your position:

First Responder/CPR IDACS NCIC Handgun/Firearm Canine

Other (Please describe)

5. Are you currently enrolled in vocational/technical school, college or graduate school? Yes No
If yes, do you intend to continue working in your present position when you have completed your education?
Yes No

Comments:

6. List four topics on which you most need training to do your job more effectively.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

7. Does your position require that you have a valid driver's license? Yes No

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

9. Does your position require passage of a:

Medical exam? Yes No

Drug test? Yes No

Psychological exam? Yes No

Written exam? Yes No

Other tests:

10. How long have you worked in your present position?

11. List other positions you have held with this employer:

Position	Department	When	How long in the job

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

- | | | | | |
|--|-------------------------------------|--|---|--|
| <input checked="" type="checkbox"/> Computer | <input type="checkbox"/> Typewriter | <input checked="" type="checkbox"/> Transcriber/Dictaphone | <input type="checkbox"/> Camera (Video or 35mm) | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Vehicle | <input type="checkbox"/> Motorcycle | <input type="checkbox"/> Baton/nightstick | <input type="checkbox"/> Breathalyzer | <input type="checkbox"/> Horse <input type="checkbox"/> Canine |
| <input checked="" type="checkbox"/> Calculator | <input type="checkbox"/> Binoculars | <input type="checkbox"/> Fingerprint equipment | <input type="checkbox"/> Tear gas/mace | <input type="checkbox"/> Drug/narcotic identification kit |
| <input type="checkbox"/> Rifle | <input type="checkbox"/> Handgun | <input type="checkbox"/> Shotgun | <input type="checkbox"/> Stun gun | |

Other weapons:

Other equipment:

13. Use the scale below to rate how essential each of the following skills is to your position:

- ESSENTIALITY** **N/A = Not Applicable**
A = Sometimes performed, but not required
B = Often performed, but not required
C = Essential requirement

Essentiality

- N/A Ability to properly operate and maintain all assigned vehicles, equipment, and uniforms.
- C Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.
- N/A Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.
- C Ability to effectively communicate orally and in writing.
- C Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.
- C Ability to use tact and diplomacy in communicating with various individuals, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- C Ability to obey all written and oral orders and directives from department superiors.
- N/A Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.
- A Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.
- C Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare/complete all required reports within department deadlines.
- C Ability to maintain confidentiality of department information and reports as required.
- C Considerable knowledge of community geography.

- C Ability to perform arithmetic calculations quickly and accurately.
- A Working knowledge of and ability to effectively apply evidence collection and preservation techniques.
- A Working knowledge of radio frequencies, codes, procedures and limitations.
- N/A Working knowledge of/demonstrated ability in budget administration.
- A Working knowledge of/demonstrated ability in grant writing and administration.
- N/A Ability to establish and implement department policies, directives and general orders.
- C Working knowledge of current training programs and ability to develop and direct training of department personnel.
- A Ability to prepare and deliver speeches, develop news releases, articles, brochures, and effectively communicate with news media.
- N/A Ability to purchase and oversee maintenance, repair and replacement of department vehicles, equipment, and/or uniforms.

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

- Compare or observe similarities and differences between data, people, or things.
- Compute, perform arithmetic operations, such as measuring, figuring, tabulating test/survey results, developing operating budget, determining charges.
- Compile, collate, or classify data.
- Analyze, evaluate, observe, diagnose, investigate.
- Coordinate, place, make determinations, take action based on data analysis.
- Fabricate data to discover facts or develop concepts or interpretations.

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

- Understand and follow oral or written instructions; write notes; request information or supplies in writing or orally (example: copy a list of names and addresses; discuss work instructions with supervisor).
- File, post and 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.)
- Read work rules; use proper standard English grammar, spelling, pronunciation; speak clearly, with poise (example: read copy to type letters, prepare written reports, greet customers/public and answer their questions).
- Read, write or edit reports, contracts, leases; prepare and give public presentations; interview/counsel/advise people (example: prepare and evaluate technical data; write proposals; counsel clients, negotiate contracts).

Section III

Responsibility/Consequence of Errors

1. Which of the following phrases best describes how your work priorities and schedules are determined?

Work priorities & schedules are primarily determined by:

- Supervisor Formal schedule Flexible, customary routine Service needs of the public
 Seasonal deadlines Other (please describe):

If you checked more than two, please provide additional explanation.

2. Which one of the following phrases best describes the type of supervision you receive?

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

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

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

4. Which of your duties requires the most judgment? Please explain and provide examples.

5. Are you responsible for more than one program site? Yes No If yes, please list them:

6. Which of the following phrases best describes how errors in your work are detected or prevented?

Errors are primarily detected or prevented through...

- Standard bookkeeping checks
- Prior instructions from supervisor
- Legally defined procedures
- Notification from other departments, companies, agencies, or the public
- Procedural safeguards
- Other (please describe):

If you checked more than two, please provide additional explanation.

7. Which of the following are the most likely effects any undetected work errors could have?

Work errors could result in...

- Loss of time to correct error
- Loss of money to other agencies or the public
- Loss of money to department
- Work delays in other departments/agencies
- Endangerment to self or others
- Inconvenience to other agencies or public
- Damage to equipment
- Other (please describe):

If you checked more than two, please provide additional explanation.

Section IV

Personal Work Relationships/Supervisory

1. List other departments, agencies, organizations, etc., with whom you regularly communicate.

Other county law enforcement agencies: Bloomington PD, Ellettsville PD, Indiana University PD, Indiana State Police, Indiana Conservation, FBI, DEA, ATF, US Marshals
Monroe County Prosecutor's Office

2. Check which statements most accurately describe your contact with those listed above.

- Cooperative Work Relationship:** Give and receive information. Route calls, information, or persons to appropriate individual or department.
- Render Service:** Explain and interpret policies and procedures. Maintain coordination of department/division operations.
- Supervise:** Determine or interpret work procedures for one or more workers, assign specific duties, maintain harmonious working relationships among them, promote efficiency, initiate personnel actions.
- Instruct:** Teach or present subject matter to others through explanation, demonstration, and supervised practice.
- Negotiate:** Exchange ideas, information, and opinion with others to form policies, products, programs, and/or arrive jointly at decisions or solutions to problems.

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

Supervisor: Title:

4. Complete A through D 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) Enter the number of persons you directly supervise in each category below:

	Full-time	Part-time	Union
• Supervisors	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Professional staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Clerical support staff	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Financial support staff (e.g., bookkeepers, account clerks)	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Unskilled labor	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Skilled labor (e.g., carpenters, mechanics)	<input type="text"/>	<input type="text"/>	<input type="text"/>

If your department has multiple shifts, enter the average number of staff members you supervise who work (on duty) on the following shifts:

	Weekdays	Weekends
• Day shift (typically beginning 7 or 8 a.m.)	<input type="text"/>	<input type="text"/>
• Evening shift (typically beginning 3 or 4 p.m.)	<input type="text"/>	<input type="text"/>
• Night shift (typically beginning 11 p.m. or midnight)	<input type="text"/>	<input type="text"/>
• Work a fluctuating shift	<input type="text"/>	<input type="text"/>

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

- Periodically analyze the workload and human resource needs of the organizational unit. Recommend increases and decreases in staff.
- Review position documentation for newly created or significantly revised positions. Obtain approval of supervisor.
- Interview applicants for job openings and make hiring recommendations.
- Make hiring decisions.
- Orient new subordinates regarding department policies/procedures and job performance expectations.
- Plan, delegate and control work assignments and special projects to assigned staff.
- Establish specific work goals or quantitative/qualitative standards to be achieved by assigned staff.
- Train, develop, motivate assigned staff to improve their present performance and to 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 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/administer personnel programs/procedures for assigned area according to approved policies

5. You may provide additional information that would be helpful in understanding your supervisory responsibilities:

Section V

Physical Effort/Work Environment

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

- | | | | | |
|-------------------------------------|---|--|---|---|
| <input type="checkbox"/> Laboratory | <input checked="" type="checkbox"/> Standard office | <input type="checkbox"/> Sheltered workshop | <input type="checkbox"/> Courtroom | <input type="checkbox"/> Hospital/medical setting |
| <input type="checkbox"/> Vehicle | <input type="checkbox"/> Outdoors/field | <input type="checkbox"/> Service counter | <input type="checkbox"/> Storeroom | <input type="checkbox"/> Jail/confinement center |
| <input type="checkbox"/> Group home | <input type="checkbox"/> Garage/shop | <input type="checkbox"/> Manufacturing setting | <input type="checkbox"/> Other (please describe): | |

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

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

- ESSENTIALITY** **N/A = Not Applicable to job**
A = Sometimes performed, but not required
B = Often performed, but not required
C = Essential requirement

Essentiality

- C work alone with minimum supervision
- B work under time pressure
- C work on several tasks at the same time
- C read/carry out simple written instructions
- C apply knowledge of people, locations
- A plan and layout assigned work projects
- C count, make simple arithmetic additions/subtractions
- B compute/calculate, such as results of tests, property assessments
- C read/interpret detailed prints, sketches, layouts, specifications, maps
- A prepare detailed reports, such as financial statements, activity reports, contracts
- A plan and present public speaking presentations, fund raisers, special events
- B sitting & walking at will
- N/A standing/walking for long periods
- N/A work in extreme hot or cold temperatures
- N/A force entry into buildings
- N/A run up/down flights of stairs
- N/A run fast for long periods

Essentiality

- C work with others in a team environment
- A work rapidly for long periods
- C understand and carry out oral instructions
- C memorize and retain instructions
- B present findings in oral or written form
- A testify in legal proceedings/court
- C sitting for long periods
- N/A walking on uneven terrain
- N/A work in wet/icy surroundings
- N/A walk up/down flights of stairs
- N/A run fast for short periods
- N/A carry equipment up/down flights of stairs

- N/A jump up to/down from elevated areas
- N/A encounter resistance, subdue an attacking and/or armed individual
- N/A crawl in confined areas or through small openings
- N/A climb over obstacles, such as fences, shrubs
- N/A work with or near chemicals (please list)
- N/A work near fumes, odors, dust, dirt (please describe)
- N/A work in a noisy environment (describe noise source)
- 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)
- N/A work with or exposed to violent/irate individuals (please describe)
- N/A respond to situations involving potential physical harm to self and others (please describe)
- A lifting/carrying under 25 pounds
- N/A lifting/carrying over 50 pounds
- N/A lifting/carrying 25 to 50 pounds
- C hearing sounds/communication
- A handling/grasping objects
- A fingering objects (picking, pinching)
- N/A respond to emergencies from off-duty status
- A pushing/pulling objects
- N/A crouching/kneeling
- A depth perception
- A close vision
- C speaking clearly
- A reaching
- A bending
- C color perception
- A far vision
- C keyboarding

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

- a.
- b.
- c.

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

- a.
- b.
- c.

5. What is the hardest part of your job?

6. What could be done to make your job better?

[Empty text box]

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

[Empty text box]

8. If your best friend were considering a job like yours, what two or three things would you tell your friend - before he/she decided to take the job? Give specific examples.

- a. [Empty text box]
- b. [Empty text box]
- c. [Empty text box]

9. What is your normal work schedule (such as 8 a.m.-4 p.m. M-F)? M-F 8A-4P

10. How many hours per week (on average) do you usually work? 40

11. Are you required to:

	<u>Never</u>	<u>Regularly</u>	<u>Occasionally</u>
a. work extended hours	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
b. work irregular hours	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
c. work weekends	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
d. work evenings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
e. travel out of town, but not overnight	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

For what purpose?

Training

f. travel out of town overnight

For what purpose?

Training

g. respond to emergencies on 24-hr basis

h. serve on 24-hour call on rotation basis

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

Section VI

Certifications

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

Name (print or type) Hire date

Title Department

Signature Date

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

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

Supervisor's signature Date

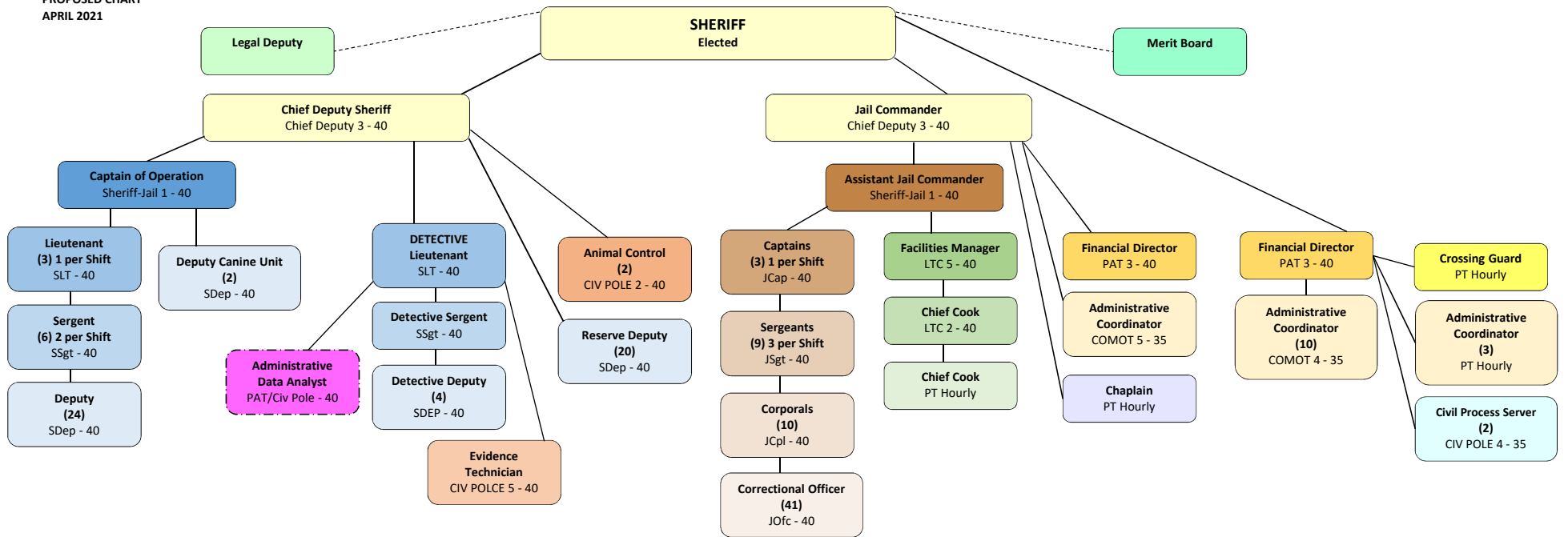
Please refer any major concerns or questions regarding this questionnaire to

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

ADMINISTRATIVE DATA ANALYSIST

Duties continued....

#	Duty	ESSEN	FREQ
15	Transcribes as directed and enter pertinent information regarding police operations into department computer, including case reports, dispositions, and field contacts.	B	G
16	Processes and compiles statistical information as requested.	B	E
17	Maintains, processes, transcribes and disposes of interview statement audio/video recordings for department.	B	E
18	Processes various IDACS/NCIC transactions, including criminal history checks, message switching between agencies, entry of wanted persons and sex offenders, and protection orders and wanted/stolen items.	A	D
19	Completes incident reports. Occasionally attends training programs for certification in specialized law enforcement areas as assigned or required.	A	D
20	Assists in training personnel.	A	C
21	Performs all other related duties as assigned by the Sheriff, or their designee.	A	C



RESOLUTION 2021-18

A Resolution to Clarify Procedures for Filling Vacancies in Full-Time Positions

WHEREAS, The Monroe County Council (“Council”) is the sole body statutorily authorized, pursuant to IC 36-2-5-3, to fix the compensation for and number of all officers, deputies, and other employees payable from county funds and to describe and classify all positions of employment in Monroe County; and

WHEREAS, the Council utilizes a subcommittee, the Personnel Administration Committee (PAC), to assist with some of the duties the Council is required by law to fulfill; and

WHEREAS, when job openings and vacancies occur within the County, opportunities may arise for changes to a Department’s organization or the number or classification of employees, and the Council wishes to operate in a proactive manner to seize opportunities for efficiency and to engage in dialogue amongst Council members, the PAC, and Departments; and

WHEREAS, the Council wishes to be informed of vacancies in departments as soon as possible and definitely prior to advertising and hiring of replacements, so that they may proactively discuss turnover, departmental needs and opportunities for organizational updates or changes;

NOW THEREFORE BE IT RESOLVED, that:

1. All prior resolutions on this topic are repealed.
2. In the event of a job opening or *anticipated* job opening or vacancy in a full-time position in a Department, each responsible Department Head/Elected Official shall inform the Council Administrator and Human Resources personnel in writing that they either wish to fill the full-time position as currently written or that they would like to make changes to the position description. Departments shall provide as much notice as possible and contact the Council Administrator as soon as they are aware there may be a vacancy, so that unnecessary delays do not occur. The Council Administrator will immediately forward that written communication to the entire Council. Department Heads/Elected Officials may, in their discretion, discuss with their appointed Council liaison.
3. If a Council member requests a review of the job opening or vacancy, the Council member shall notify the Council Administrator, who shall place the item on the Council’s next regular or work session agenda (whichever is earlier) for discussion. If no Council member requests a review of the job opening or vacancy within forty-eight (48) hours (Monday-Friday hours only, excluding weekends and holidays) after the notice is sent by the Council Administrator, the Department may proceed with filling the position as currently written. If a Council member requests a review, the Department may not proceed with hiring a new person for the position, even if hiring from within the Department, until the Council review, including any review by PAC, is complete.

4. No position may be filled *unless* it can be filled out of a Department’s budget without an additional appropriation.

5. No formal or informal changes to the job duties of any employee or to the reporting structure are to be made without first requesting that the PAC adjust the job description. The Council is the sole body allowed to describe and classify positions and services; therefore, all job descriptions must be adhered to strictly until changed by the Council.

Adopted this day of _____ day of _____ 2021, by the Monroe County Council, Monroe County, Indiana.

MONROE COUNTY COUNCIL

“AYES”

“NAYS”

Eric Spoonmore, President

Eric Spoonmore, President

Kate Wiltz, President Pro Tempore

Kate Wiltz, President Pro Tempore

Trent Deckard, Member

Trent Deckard, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

Attest: _____
Catherine Smith, Auditor – Monroe County, Indiana Monroe County, Indiana