



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, February 7, 2023, at 12:00 PM (Noon)

HR-Council Conference Room and Zoom Connection

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

Meeting ID: 840 8978 4609

Password: 196896

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

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

* * * * *

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

1. CALL TO ORDER

2. ELECTION OF CHAIR

3. JAIL/CORRECTIONAL CENTER, Ruben Marte & Phil Parker Request for New Position and Classification Review -Jail Technician

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

the need for accountability to maintain a constitutional facility. This position will allow the Jail to be brought back into compliance with Indiana Jail Standards in terms of safety and sanitation and to permit the continuation such compliance.

4. APPROVAL OF SUMMARY MINUTES AS PRESENTED

-August 2, 2022

5. PAC MEMBER COMMENTS

6. ADJOURNMENT

PERSONNEL ADMINISTRATION COMMITTEE

Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Sheriff's Office MEETING DATE REQUESTED (Tentative): 1/31/2023
Request Presenter(s): Sheriff Marte, Chief Deputy Parker Phone:

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

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

Fund Name:

Fund Number: Location Number:

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

☒ Creation of New Position Title: Jail Technician

☐ Amend Current Position Description Title:

Hours: 40 Classification: LTC Level: D

☐ Other (Specify)

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

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

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

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

Jail ~~Tech~~ Technician
Monroe County Jail

POSITION: Maintenance/Jail
DEPARTMENT: Building Maintenance/Jail
WORK SCHEDULE: As Assigned
JOB CATEGORY: (Labor, Trades, Crafts)
REPORTS TO: Directly to Facility Manager the Sheriff and Indirectly to
coordinates with the Jail Commander and Facilities Manager.

DATE WRITTEN: 5/22/2019

STATUS: Full time

DATE REVISED: ~~5/22/2019~~ 1/27/23

This position requires an individual to perform each function of this position satisfactorily. The listed requirements are representative to the knowledge, skill, and ability required.-

DUTIES:

~~Daily looks at~~ Reviews jail inspection reports daily and makes a schedule to repair or replace all issues. Performs preventive maintenance checks throughout the jail such as HVAC, cameras, boilers, rooftop exhaust fans, sprinkler systems, walk-in cooler and freezer, fire alarm system, elevator, backup generator, jail chases, jail fixtures, lights, cells, cell doors and locks. Cleans and lubricates all parts throughout the jail. Replaces worn or defective parts as needed.

Coordinate with the Sheriff, Jail Commander and Facilities Manager to ensure priority of preventative maintenance activities.

Completes basic maintenance duties throughout the jail and grounds, including changing light bulbs, repairing and/or replacing water pumps, cell locks, doors and frames, faucets, toilets and shower fixtures. Patches and paints walls and doors as needed.

Maintains and unplugs sinks, toilets, showers and drains, ~~repairs water leaks, troubleshoots and repairs water valves, sewage grinder and pumps.~~ and completes minor repairs.

Troubleshoots and repairs electrical problems throughout facility. If an electrical issue is high voltage or beyond normal troubleshooting, schedules a certified electrician.

Monitors and maintains security system, cameras, HVAC, and alarm systems.

Maintains facility yard and grounds, including sweeping sidewalks, picking up trash, and assists the Facility Manager in clearing snow and ice in winter months.

Maintains and orders of parts/supplies as needed, including cleaning supplies, inmate supplies, and specialty items. Records inventory on all supplies.

Supervise at two (2) or more work crews of two (2) to (5) inmate workers per crew to perform sanitation and cleaning of the facility to include, graffiti removal and painting, floor cleaning and sanitation, day-room sanitation and maintenance.

Assess/brief the Sheriff and Jail Commander regarding preventive maintenance needs, ongoing or current sanitation efforts/needs and potential issues which may need corrective action.

Address on-spot correction with corrections staff of any observed or known issues which may negatively affect the sanitation of the facility.

Provide instruction and guidance to corrections shift supervisors regarding the management of inmate worker crews engaging in cleaning and sanitation efforts during their shift.

Design and develop strategies to ensure sanitation and maintenance efforts occur in a cyclical manner so that the facility is properly maintained.

Advise the Sheriff and Jail Commander regarding any ongoing facility maintenance

Work closely with the Facilities Manager to provide efficiency in maintenance applications and prevent redundancy of effort.

Advise the Sheriff and Jail Commander of any facility maintenance issues requiring inclusion in the annual jail report in accordance with IAC 210 IAC 3-1-2.

Advise the Sheriff and Jail Commander to ensure the facility is in compliance with the maintenance and sanitation provisions of 210 IAC 3-1-9.

Prepares and presents D.O.C. required records for inspection. Coordinates and escorts outside contractors and service personnel.

Cleans blood-borne pathogens at any hour or day according to OSHA regulations

Operates various tools/equipment in performance of duties, such as hammers, screw drivers, wrenches, drills, air nozzle, air compressor, power saws, driver, ratchets, files, gauges, micrometer, ladder, grinder, drill press, pallet jack, fork lift, scissor lift, welding equipment, and electronic testing equipment, portable monitors, piping tools, pressure washer, mowers, shovel, mop and broom.

Performs the following daily, weekly, monthly, quarterly, and yearly

Daily- checks grievance reports and fixes or repairs. Completes walk through of jail facility and mechanical areas for any issues. Air handlers, Water Heaters, and Jail Kitchen.

Weekly- ~~Sends a report~~ Consult with the Sheriff, to Jail Commander and Facility Manager regarding ~~of~~ work completed and work scheduled to be completed.~~done~~

Monthly- Checks all fire extinguishers, AED's, and escort ~~bug man~~ insect and rodent exterminator through the cells.

Quarterly- Escort Koorsen on the fire test for the jail. Change all filters in HVAC system

Yearly- Thorough Jail inspection with a report to Sheriff, Jail Commander and Facility Manager with any areas that need improving or renovating.

I. ~~SKILLS AND KNOWLEDGE~~ JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED

Must possess a valid driver's license.

Must be at least 21 years of age.

Ability to complete the Indiana Law Enforcement Academy (ILEA) Basic Jail Academy 40 hour training course.

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

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OHSA guidelines.

Working knowledge and/or experience of maintenance practices, building upkeep, and basic janitorial, carpentry, plumbing, electrical, welding, and sanitation requirements for assigned areas of responsibility. Ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance and safety measures as required.

Ability to safely operate a variety of tools/equipment, such as hammers, screw drivers, wrenches, drills, air nozzle, air compressor, power saws, driver, ratchets, files, gauges, micrometer, ladder, grinder, drill press, pallet jack, fork lift, scissor lift, welding equipment, electronic testing equipment, camera testing equipment, portable monitors, piping tools, pressure washer, mowers, shovel, mop, and broom.

Ability to read and interpret detailed blueprints, sketches, specifications, technical manuals, instruments, gauges and dials. Ability to use shop/technical mathematics.

Ability to physically perform maintenance duties, including standing/walking for long periods, moderate ~~to heavy~~ lifting, pushing/pulling objects, reaching, bending, crouching/kneeling, climbing ladders, working in cramped/awkward positions, handling/grasping/fingering objects, and hearing mechanical sounds.

Ability to work alone with minimum supervision and with others in a team environment. Ability to work rapidly for extended periods, often under time constraints, and on several tasks at the same time.

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

Ability to operate computer and smart phone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors/parts suppliers, and inmates, 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 provide public access to or maintain Department information and records according to state requirements.

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

Ability to apply knowledge of people and locations and plan/layout assigned work projects. Ability to occasionally work extended hours, evenings and/or weekends.

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

II. RESPONSIBILITY:

Performs duties according to a flexible, customary routine, prioritizing work according to equipment service needs. Errors in work are primarily detected or prevented through reference to technical manuals/specifications and standard safety procedures. Undetected errors could result in damaged or unsafe equipment and/or endangerment to self or others.

Must be able to work with little or no supervision, independently prioritize work and meet deadlines.

III. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Duties often involve continuous physical exertion, such as standing/walking for long periods, working in cramped/awkward positions, lifting/carrying objects weighing ~~in excess of~~ up to 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, climbing ladders, plowing/shoveling snow, hearing mechanical sounds, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Majority of duties in a jail facility and outdoors and is frequently exposed to hazards normally associated with building maintenance/repair, including heavy machinery and equipment, moving parts, noise, dust, grease, fumes, fuels, confined spaces, heights, toxic chemicals, slippery surfaces, extreme temperatures, inclement weather, and exposure to hazards associated with jail operations, such as potentially hostile/violent individuals and communicable diseases. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

The Jail Technician occasionally works extended hours, evenings and/or weekends. Shifts may vary depending ~~on~~ of the needs of the agency.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with The Sheriff, Jail Commander, Facilities Manager co-workers, other County departments, inmate workers and residents, County Health Department, state agencies and the public for the purposes of explaining procedures and regulations, providing instruction, and resolving problems.

Incumbent reports directly to the Sheriff.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of ~~Building Maintenance~~ Jail Technician for the Jail 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 as outlined?

Yes _____ No _____

Applicants Signature

Date:

Print Name

JOB CLASSIFICATION REVIEW FORM

County of Monroe, Indiana *An Equal Opportunity Employer*

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

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

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

Job title Jail Technician Fund-Account-
Location 1000-TBD-0380 (GF-Jail)
Department Sheriff's Office Date 01/27/2023

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

Current Classification N/A Requested Classification LTC

Current pay \$ _____ per _____ Proposed pay \$ 50,000.00 per annual

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

N/A

TYPE OF ACTION REQUESTED

- ☒ Create position ☐ Abolish position ☐ Seniority review
☐ Qualifications requirements review ☐ Pay policy application/interpretation issues
☐ Reclassification due to change in duties, responsibilities, work conditions, etc.
☐ Other *Please describe:*

Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.
The current jail facility is in a state of disrepair and uncleanness which needs reversal then
continuous efforts to maintain the facility to a standard of sanitation to ensure a safe work
environment for staff and to constitutionally house inmates confined to the facility.

2. Have you previously requested this new position/added employee/reclassification of this existing position? ☒ yes ☐ no

If yes, describe date and outcome of that request:

To the best of my knowledge, a job description was created; however,
it is unclear if the necessary full process to create the position was completed.

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked with **Bold Red** for additions and ~~Strikethrough~~ for deletions.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☒ yes ☐ no

If not, explain why the existing description is no longer accurate:

It is my belief the original job description was created but not adopted; however,
the facility needs regarding the primary purpose of this position have evolved.

Questions 4 through 8 to be completed 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 _____

Job title _____ *Classification _____

Job title _____ *Classification _____

** Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate, or litigation? ☐ yes ☒ no
If yes, specify statute citation and/or case:

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

The current jail facility has fallen into a state of disrepair and uncleanness. Continuous efforts are required
to maintain the facility to a standard of sanitation to ensure a safe environment for staff and inmates.

7. If you answered *yes*, to question 6, are there existing technologies that could lessen the volume for this or related positions? ☐ yes ☒ no If *yes*, please describe, including estimated costs:

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

This position will allow continuous efforts to maintain the facility to a standard of sanitation that ensures a safe environment for staff and to constitutionally house inmates confined to the facility.

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.

N/A

01/27/2023

Employee signature

Date

Employee signature

Date

Employee signature

Date

Employee signature

Date

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and ☐ agree ☐ disagree.
If *disagree*, please comment:

I understand this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, Personnel Administration Committee, and consultants of the Council.



01/27/2023

Signature of Elected Official/Department Head

Date

Name typed or printed Ruben Marte'

Date 1-28-23

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: Jail Technician

Department: Sheriff's Office

Employee Name: N/A

FLSA Status: ☐ Exempt ☒ Non-exempt

• Purpose •

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

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

This questionnaire is not

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

• Instructions •

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

DO NOT DETACH THIS INSTRUCTION SHEET

Helpful Hints for Completing the Job Questionnaire

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

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

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

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

- You may use abbreviations or acronyms, but please write the full term at the top of the page, or the first time you use them; for example, "*Maintains statistics on computer for Indiana Department of Environmental Management (IDEM).*"

- Also, **explain any terminology that may be unique to your department**, such as report names and form numbers. For example, "*Complete XQ325 forms*" may be something you do every day, but it is very likely that no one outside your department would have any idea what is involved. It would be better to say, "*Complete payment assistance application forms.*"

- Are **machines, equipment, or special tools** involved in accomplishing tasks? For example, "*Post payments*" could involve a computer or writing in manual ledgers, and "*Update maps*" could be done with drafting tools or a computer.

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

Thank you for your valuable time!

Section I

LTC

Essential Functions of Position

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

To maintain the facility to a standard of sanitation to ensure a safe environment for staff and to constitutionally house inmates.

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,

Shovel crushed stone, sand and salt from trucks. Essential Frequency
B *F*

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. Coordinate with the Sheriff, Jail Commander and Facilities Manager to ensure priority of preventative maintenance activities.

B G

2. Completes basic maintenance duties throughout the jail and grounds, including changing light bulbs, repairing and/or replacing, cell locks, faucets, toilets and shower fixtures.

B G

3. Supervise at two (2) or more work crews of two (2) to (5) inmate workers per crew to perform sanitation and cleaning of the facility to include, graffiti removal and painting, floor cleaning and sanitation, day-room sanitation and maintenance. B G
4. Provide instruction and guidance to corrections shift supervisors regarding the management of inmate worker crews engaging in cleaning and sanitation efforts during their shift. B F
5. Assess/brief the Sheriff and Jail Commander regarding preventive maintenance needs, ongoing or current sanitation efforts/needs and potential issues which may need corrective action. B F
6. Address on-spot correction with corrections staff of any observed or known issues which may negatively affect the sanitation of the facility. B F
7. Design and develop strategies to ensure sanitation and maintenance efforts occur in a cyclical manner so that the facility is properly maintained. B E
8. Work closely with the Facilities Manager to provide efficiency in maintenance applications and prevent redundancy of effort. B F
9. Advise the Sheriff and Jail Commander of any facility maintenance issues requiring inclusion in the annual jail report in accordance with IAC 210 IAC 3-1-2. B C

10. Maintains and unplugs sinks, toilets, showers and drains and completes minor repairs. B F
11. Maintains and orders of parts/supplies as needed. Including cleaning supplies, inmate supplies, and specialty items. Records inventory on all supplies. A E
12. Reviews jail inspection reports daily and makes a schedule to repair or replace all issues. B G
13. Performs preventive maintenance checks throughout the jail such as HVAC, cameras, boilers, rooftop exhaust fans, sprinkler systems, walk-in cooler and freezer, lights, cells, cell doors and locks. B F
14. Advise the Sheriff and Jail Commander to ensure the facility is in compliance with the maintenance and sanitation provisions of 210 IAC 3-1-9. B E
15. Troubleshoots and repairs electrical problems throughout facility. If an electrical issue is high voltage or beyond normal troubleshooting, schedules a certified electrician. A E

Section II

Job Requirements/Training/Certification

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

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

☐ Other (Please describe) _____

Acceptable fields of study: _____

2. List any specialized trades, certification, and/or specific experience required for your position (such as carpentry, welding, masonry, electronics, plumbing).

Ability to complete the Indiana Law Enforcement Academy (ILEA) Basic Jail Academy 40 hour training course.

3. Does your position require that you operate a commercial motor vehicle (see below) on public roadways or areas where the public has access? ☐ Yes ☒ No

A commercial motor vehicle is defined as: 1. Has a gross vehicle weight rating (GVWR) of at least 26,001 lbs.; 2. Is designed to transport 16 or more passengers including the driver; or 3. Is any size vehicle carrying hazardous materials, which requires placarding.

4. Describe any other required knowledge, skills, or abilities necessary to perform your duties effectively (such as shop mathematics, water hydraulics, CNC machine operation).

Working knowledge and/or experience of maintenance practices, building upkeep, and basic janitorial, carpentry, plumbing, electrical, welding, and sanitation. Ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance.

5. Describe those duties of your position that require the ability to read and write.

Ability to read/produce detailed reports, interpret blueprints, sketches, specifications, technical manuals, instruments, gauges and dials.

6. Check and list any hand and/or power tools you use as a regular part of performing your duties.

☒ Hammer ☒ Screw drivers ☒ Wrenches ☒ Drills ☐ Air vice ☒ Power saws
☐ Ball blower ☒ Air nozzle ☒ Air compressor ☒ Driver ☒ Ratchet ☐ Calipers
☒ Files ☐ Micrometer ☒ Mop ☒ Broom ☒ Gauges ☒ Steam cleaner
☐ Deburring/deflashing tool
☐ Other (please list): Painting equipment.

7. Check and list any machinery/equipment you operate as a regular part of performing your duties.

- | | | | | | |
|---|---|--|--------------------------------------|---|---|
| <input type="checkbox"/> CNC lathe | <input type="checkbox"/> CNC mill | <input type="checkbox"/> Injection molder | <input type="checkbox"/> Pallet jack | <input type="checkbox"/> Fork lift | <input checked="" type="checkbox"/> Manlift |
| <input type="checkbox"/> Carousel | <input type="checkbox"/> Test tank | <input type="checkbox"/> Overhead crane | <input type="checkbox"/> Belt sander | <input checked="" type="checkbox"/> Pressure washer | <input type="checkbox"/> Sand blaster |
| <input checked="" type="checkbox"/> Grinder | <input type="checkbox"/> Drill press | <input checked="" type="checkbox"/> Delivery truck | <input type="checkbox"/> Punch press | <input type="checkbox"/> Cutting torch | <input type="checkbox"/> Powder coating gun |
| <input type="checkbox"/> Welding equipment | <input type="checkbox"/> Laser engraver | <input type="checkbox"/> Heat treat furnace | | | |
- ☐ Other (please list) Floor cleaning machines.

8. Briefly list those information sources that you use regularly in the performance of your duties (e.g., equipment manuals, blueprints).

Detailed blueprints, sketches, specifications, technical manuals, instruments, gauges and dials.
Ability to use shop/technical mathematics.

9. Does your position require that you have:

A valid driver's license? ☒ Yes ☐ No

A Federal Commercial Driver's License (CDL)? ☐ Yes ☒ No

10. Does your position require you to be at least 18 years of age? ☒ Yes ☐ No

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

12. 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:

Section III

Responsibility/Consequence of Errors

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

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Formal schedule | <input checked="" type="checkbox"/> Flexible, customary routine | <input type="checkbox"/> Service needs of the public |
| <input type="checkbox"/> Seasonal deadlines | <input checked="" type="checkbox"/> Other (please describe): See below | | |

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

Work priorities and schedules are frequently determined and conducted by the independent initiative of the employee.

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 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.

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

Develop strategies to ensure sanitation and maintenance efforts occur in a cyclical manner so that the facility is properly maintained.

Section IV

Personal Work Relationships/Supervisory

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

Supervisor: Title:

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.

Supervise work crews of multiple inmate workers. Provide instruction and guidance to corrections shift supervisors regarding the management of inmate worker crews. Address on-spot correction with staff of any observed or known sanitation issues.

B) Which of the following supervisory duties do you perform?

- ☐ interview position applicants ☐ make hiring recommendations ☐ hire new employees
- ☒ make work assignments ☐ provide corrective instruction ☐ terminate employment
- ☐ evaluate job performance of others
- ☒ provide training (please describe):
- ☒ other (please describe):

Section V

Physical Effort/Work Environment

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

- ☐ Office building ☐ Storeroom ☐ Outdoors ☐ Garage/shop ☐ Car ☐ Trucks/heavy equipment
☐ Manufacturing setting ☒ Other (please describe): Secure jail facility.

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

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

ESSENTIALITY

N/A= Not Applicable to job

A= Marginal requirement of job

B= Essential requirement of job

Essentiality

☐ B work alone with minimum supervision

☐ B work under time pressure

☐ B work on several tasks at the same time

☐ A read/carry out simple written instructions

☐ A apply knowledge of people, locations

☐ B plan/layout assigned work projects

☐ B compute/calculate, such as project material needs, square feet, unit price

☐ A count, make simple arithmetic additions/subtractions

☐ B read/interpret detailed prints, sketches, layouts, specifications

☐ B sitting & walking at will

☐ B standing/walking for long periods

☐ A work in wet/icy surroundings

☐ B respond to emergencies from off-duty status

☐ B work with or near chemicals (please list)

☐ B work near fumes, odors, dust, dirt (please describe)

Essentiality

☐ B work with others in a team environment

☐ B work rapidly for long periods

☐ A understand and carry out oral instructions

☐ B memorize and retain instructions

☐ B present findings in oral or written form

☐ A prepare detailed reports, such as activity reports

☐ A sitting for long periods

☐ B work in extreme hot or cold temperatures

☐ A walking on uneven terrain

Paint, cleaning supplies, fuel, glues, solvents.
Feces, urine, gray water, debris, dirty floors, dust, unclean individuals.

- ☐ B work in a noisy environment (describe noise source)
- ☐ B work in confined areas (please describe)
- ☐ B wear protective clothing or equipment (please describe)

Large facility housing numerous people
Small cells, plumbing/heating chases,
access ports
Gloves, face masks, work boots.
Daily exposure to violent inmates

☐ A work in high places, such as ladders, roofs, bucket truck (please describe)

☐ B work with or exposed to violent/irate individuals (please describe)

☐ B respond to situations involving potential physical harm to self and others (please describe)

☐ B lifting under 25 pounds

☐ A lifting 25 to 50 pounds

☐ A lifting over 50 pounds

☐ B pushing/pulling objects

☐ B carrying objects

☐ A crouching/kneeling

☐ A bending at waist

☐ A reaching

☐ A driving

☐ A close vision

☐ A far vision

☐ A color perception

☐ A depth perception

☐ B speaking clearly

☐ B hearing sounds/communication

☐ B handling/grasping objects

☐ A fingering objects (picking, pinching)

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

6. Are you required to:

- | | <u>Never</u> | <u>Regularly</u> | <u>Occasionally</u> |
|------------------------|-----------------------|----------------------------------|-----------------------|
| a. work extended hours | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| b. work weekends | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| c. work evenings | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

	<u>Never</u>	<u>Regularly</u>	<u>Occasionally</u>
d. travel out of town, but not overnight	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
For what purpose?			
Obtain equipment and/or supplies.			
e. travel out of town overnight	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
For what purpose?			
Possibly for training purposes.			
f. respond to emergencies on 24-hr basis	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
g. serve on 24-hour call on rotation basis	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

Exposure to violent inmates, heavy machinery and equipment, moving parts, noise, dust, grease, fumes, fuels, confined spaces, heights, toxic chemicals, slippery surfaces, extreme temperatures, hostile/violent individuals and communicable diseases.

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

Section VI

Certifications

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

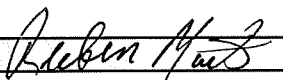
Name (print or type) Hire date

Title Department

Signature Date

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

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

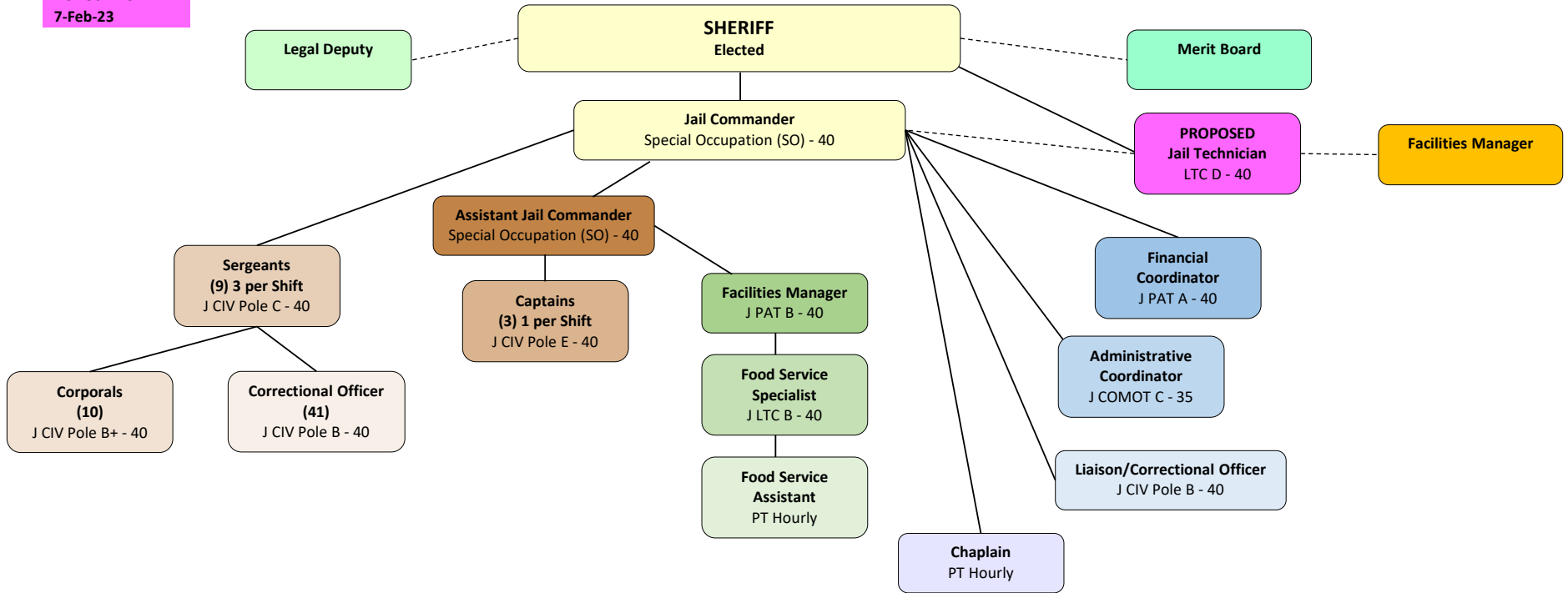
Supervisor's signature  Date

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

PROPOSED CHART
7-Feb-23





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
Kimberly Shell, Council Administrator
Meghan Miller, Council Assistant
Molly Turner-King, Legal Counsel

PERSONNEL ADMINISTRATION COMMITTEE SUMMARY MINUTES

Tuesday, August 02, 2022 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** – Kim Shell, Council Administrator
Present – **In Person** – Molly Turner-King, Legal Counsel
Present – **In Person** – Elizabeth Sensenstein, Personnel Administrator

1. CALL TO ORDER

Iversen called the meeting to order at 12 p.m. The agenda that follows is the Amended agenda.
Iversen called the roll for members present. Iversen and McKim attended in person. Hawk attended virtually.

Molly Turner-King, Legal Counsel, asked for clarification for the record as to Hawk's attendance virtually again.
Hawk stated it was due to a medical reason.

2. AUDITOR'S OFFICE, Brianne Gregory Review of WIS Recommendation Memo for Job Description -Assistant County Financial Director

Brianne Gregory, County Financial Director, gave an update on the WIS recommendation for the Assistant County Financial Director. PAC discussion ensued.

McKim moved that the WIS recommendation and job description be forwarded to the County Council with a favorable recommendation. Hawk seconded.

Iversen asked for a Roll Call Vote:

Shell called the Roll:

Hawk Yes

McKim Yes

Iversen Yes

Motion passed; 3-0; Unanimous

3. JAIL/CORRECTIONAL CENTER, Sam Crowe

Discussion Regarding Clarification of Duties for the Program Coordinator Position

Sam Crowe, Jail Commander, led discussion on clarification of duties for the Program Coordinator.

Discussion and questions ensued. The WIS review and classification will remain on hold until input can be received from the Judges regarding the overlap in duties with the Probation Department for this position.

4. PARKS AND RECREATION DEPARTMENT, Kelli Witmer

Request to Add a Position to 2023 Budget

General Fund-Parks, 1000-0803

On 06-15-22, the Monroe County Parks Board approved the 2023 budget request, which included the addition of one (1) Park Maintenance Technician employee. Park maintenance responsibilities have increased, especially in the technical areas. Ongoing & new demands caused by the Greenways & Parks is a constant challenge for Park Staff. The Department's seasonal employees normally have a limited skill set and are difficult to hire, therefore the Department is requesting an additional full-time Park Maintenance Technician with a diverse set of technical skills.

Kelli Witmer, Parks Director, presented on this agenda item. PAC discussion ensued.

McKim made a motion to forward the Park Department's request to the full County Council for consideration with a positive recommendation. Hawk seconded the motion.

Iversen asked for a Roll Call Vote.

Shell called the Roll:

Iversen Yes

Hawk Yes

McKim Yes

Motion passed; 3-0; Unanimous

5. YOUTH SERVICES BUREAU, Viki Thevenow or Louis Malone

Request to Add 20% of a Position to the LIT-Special Purpose Fund for 2023

Runaway & Homeless Youth Grant, 8120-0000 (80%) and LIT Special Purpose-YSB (20%), 1114-0166

11120 Counselor 40 hrs PAT C Exempt

Due to a requested change in the Non-Compete Continuation Application (NCC) by the Office of Grants Management (OGM) with the Administration for Children and Families (ACF), the Department was only able to request funding for 80 percent of the salary and fringe for the counselor which has traditionally been funded at

100 percent. Due to this unfortunate turn of events, the Department is requesting to add 20 percent of a position into the LIT Special Purpose Fund for 2023 to offset the reduction in funds from the Runaway and Homeless Youth - Basic Center Program grant (RHY).

Louis Malone, YSB Deputy Director, spoke on this item. PAC decided that this is not a PAC issue and just needs to be included in YSB's 2023 budget.

6. COUNCIL OFFICE, Kim Shell and Elizabeth Sensenstein
Review and Discussion of Revisions to the Mid-Point Hiring Policy, Resolution 2015-46

Shell presented on this agenda item. PAC discussion ensued. Will be discussed further at the next PAC meeting.

7. APPROVAL OF SUMMARY MINUTES AS PRESENTED
-July 5, 2022

Iversen asked if there were any questions or changes to the minutes. No changes or modifications were made.

Iversen asked for a Roll Call Vote on the minutes as presented.

Shell called the Roll:

Iversen Yes

Hawk Yes

McKim Yes

Motion passed 3-0; Unanimous

8. PAC MEMBER COMMENTS

McKim spoke to the Airport's problem finding an Operations Manager. PAC discussion ensued.

9. ADJOURNMENT

Meeting adjourned at 1:07 p.m.

The Summary Minutes of the Personnel Administration Committee (PAC) held on **August 2, 2022** were approved on **February 7, 2023**.

PERSONNEL ADMINISTRATION COMMITTEE, MONROE COUNTY, INDIANA

“Aye”

“Nay”

Peter Iversen, Chair

Peter Iversen, Chair

Marty Hawk, Member

Marty Hawk, Member

Geoff McKim, Member

Geoff McKim, Member

ATTEST:

Catherine Smith, Auditor
Monroe County, Indiana

Date