



Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: 1/25/2022

Title of Item: Recommendation from the Consultant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A, consent agenda
Summary of Issue: <p>The Board previously authorized the Sheriff to apply for a VCET grant (violent crime enforcement team), Administrative Assistant. This grant has been awarded. The consultant recommends the position be a Grade 4.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 4 for the VCET Administrative Assistant position, and to authorize filling the full-time position.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Gallagher

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- On next Board agenda

Administrative Assistant (Sheriff Department)

This position is new and not currently rated.

This position is responsible for providing support to staff and the department. Responsibilities include answering phones; performing office tasks including mail, ordering supplies and file maintenance; preparing and maintaining related reports; and utilizing specialized public safety systems to process and maintain information.

We have examined the essential duties and have classified the position using the Decision Band Method®. The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 4/9 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: Low

The position performs tasks that require "operational" decision making such as: utilizing specialized public safety systems to process and maintain information; advising staff regarding property room monies; and monitoring cases. Overall, decisions made at this level pertain to how to carry out the operations of the process specified by Band C decisions.

The position receives a sub-grade of two (2), because of the low complexity and diversity of B2 tasks in relation to similarly banded and graded positions. Thus, the correct evaluation of this position is B22.