



# Board of County Commissioners Agenda Request

**2R**  
Agenda Item #

**Requested Meeting Date:** September 13, 2022

**Title of Item:** Recommendation from the Consultant (Jail Sergeant)

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input 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*
<b>Submitted by:</b> Bobbie Danielson, HR Director		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> N/A Consent Agenda
<b>Summary of Issue:</b> The consultant's recommendation is attached.  Increase Jail Sergeant from Grade 5 to Grade 6.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Motion to accept the consultant's recommendation of Grade 6 for the Jail Sergeant position, effective 9/13/2022.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" 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>  The Teamsters Non-licensed Agreement outlines how wages shall increase when a job classification is upgraded. The increases will fit in the 2022 budget. (2 current incumbents)		

Legally binding agreements must have County Attorney approval prior to submission.



# Gallagher

Insurance | Risk Management | Consulting

**Position:** Jail Sergeant

This position is currently rated B23.

*grade 5*

## Position Summary

The job description states this position is responsible for maintaining jail security by supervising inmates and to train and advise other correctional officers.

The job description for this position now mentions preparing work schedules to ensure appropriate staffing; arranging for repair and maintenance of the jail and equipment; and recommending employee training needs.

## Job Description Analysis

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

Highest Banded Task: B2

Number of Highest Banded Tasks: 10/11 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: High

The position performs tasks requiring “operational” decision making such as assisting jail administration in planning, researching, and implementing policies and procedures; arranging for repair and maintenance of the jail and equipment; and preparing work schedules. Overall, decisions made at this level pertain to how to carry-out the operations of the process specified by Band C decisions.

## Evaluation Recommendation

The position receives a sub-grade of four (4), because of the high complexity and diversity of B2 tasks in relation to similarly banded and graded positions. Thus, the correct evaluation of this position is B24.

*grade 6*

