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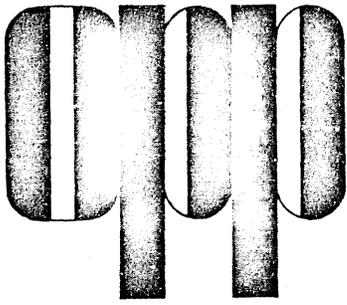
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A PROPOSED PERSONNEL  
MANAGEMENT SYSTEM  
FOR  
MUSCATINE COUNTY

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Date July 12, 1976

State Office for Planning and Programming Division of Municipal Affairs.



STATE OF IOWA

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July 12, 1976

The Board of Supervisors  
Muscatine County  
Muscatine, IA

Members of the Board:

We are pleased to present our report entitled A Proposed Personnel Management System for Muscatine County and we hope it will be of value to you in dealing with personnel related problems. Contained within this report you will find discussions about the components of a personnel management system and the classification of deputies. You will also find an area salary survey, a proposed classification and compensation plan, a proposed set of personnel policies, and job descriptions for Muscatine County employees.

There is a large amount of technical information within this report, some of which may not be comprehensible to persons not trained in the subtleties of personnel management and industrial relations. To gain the maximum benefit from the study, we suggest that each member of the Board read the report and that we then schedule a meeting to discuss it in its entirety. At that time, decisions about whether to make revisions, implement all or part, and how to proceed with implementation can be made. We will leave it to your initiative to contact us when you are ready to schedule such a meeting.

On behalf of David Mueller and myself, I would like to thank the Board, elected officials, and Muscatine County employees for your cooperation in this endeavor. It has been a pleasure working with you.

Sincerely,

Patrick U. Gilles  
Assistant Administrator  
Local Government Personnel Service Center

PG/pc

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## I. INTRODUCTION

### Historical Perspective:

In January of 1974, the Muscatine County Board of Supervisors requested help from the Local Government Personnel Service Center of the State of Iowa's Office for Planning and Programming. This help was to be in the form of a comprehensive personnel management proposal and was to be derived from an in-depth study of Muscatine County employees and employment practices. Due to a backlog of projects, this study was not begun until May of 1976. At that time, a newly constituted Board of Supervisors again endorsed the need for a personnel management plan and this document is the end result of the study that was conducted.

### Components of a Personnel Management System:

There are four basic components of a personnel management system and proposals for all of them are contained within this document. The four components are: (1) personnel policies; (2) job descriptions; (3) a classification plan and; (4) a compensation system. In order that the reader may fully understand the uses, limitations and inter-relationships of these components, they will each be described in some detail at this time.

Personnel Policies: These policies describe the procedures for handling common occurrences and problems that may normally be expected in the work environment. They also describe the employee's as well as management's rights and relate many of the fringe benefits such as vacation, sick leave and holidays. They do not tell an employee how he is to perform his job and should be supplemented by departmental rule books or procedures manuals if that is the intent.

To achieve the optimum amount of equitability and impact, a standardized set of personnel policies should be adopted for all county employees. Although most county officials balk at this notion, there is no reason why the policies cannot be applied across-the-board as long as provisions are made for the around the clock operations and other special needs. These special provisions typically account for less than ten percent of the entire personnel policy package with the other 90 percent being equally applicable to all county employees.

Thus the major barrier to standardized personnel policies may be a psychological barrier residing in the minds of the county officials.

Job Descriptions: Job Descriptions are the foundation upon which the personnel management system is built. They are a written description of the duties and responsibilities of a given position and they outline the skills and abilities needed to satisfactorily perform the job. They also indicate the kind of training and experience a person should possess to be able to perform the job.

As such, job descriptions are very useful management tools. They may be used for recruiting new employees as they outline the qualities that should be present in the job candidates. By setting equitable and work related entry requirements, job descriptions can help insure that recruitment standards are not based on discriminatory criteria. They also allow management some flexibility in managing the work force as they can identify people with similar skills and abilities and thus indicate how employees might be transferred from department to department should staffing needs incur major changes. Job descriptions are also the basis of the compensation program as they identify the skills, knowledges, responsibilities and experience requirements for which management should be paying. Thus they provide the raw data for rank ordering jobs in terms of the appropriate level of compensation and they also provide the basis for comparing county jobs to other public and private jobs requiring similar qualifications. In terms of legal ramifications, job descriptions can be used to substantiate the "equal pay for equal work" doctrine should the Department of Labor ever investigate a complaint. They may also be used by the Public Employment Relations Board for unit determinations and identifying supervisory (exempt) personnel should union elections ever be held. As such, they will be indicative of "past practices" upon which the PERB will base part of its decision.

What job descriptions do not do is to tell management how well the incumbent is performing his job or how many people are needed to carry out the work of a department. A job description describes a position and not a person. The questions of efficiency, production and staffing are traditional management problems and can best be answered through techniques such as methods and procedures analysis, time and motion studies, personnel evaluations, and management by objectives. However, the underlying purpose of all of these methods is to find out what the person should be doing and then determine how closely the person is performing to that standard. Thus job descriptions are helpful in the initiation of this process.

Another point about job descriptions that should be made is that they are not intended to restrict the kinds of related duties that may be assigned to an individual. The "Duties" section of the job description is aimed at major job functions and additional duties

may be assigned as long as they are in keeping with the level and general type of work described in the respective job description. The corollary to this statement is that job descriptions are not static and tend to change over time. Thus management should periodically review and update the job descriptions if they are going to be properly used in any of the manners described above.

The Classification Plan: Technically speaking, the process of classification began with the writing of job descriptions. Since approximately 130 individual Muscatine County employees have been reviewed and their functions have been reflected in about 55 job descriptions, a large amount of grouping by skills, knowledges and responsibilities has already taken place. The next step is to match the job descriptions of comparable levels and then rank the remaining groups to reflect increasing levels of complexity.

The classification plan presented in Section IV displays two pieces of information. First, it shows how the old job titles have been assimilated into the new job descriptions and, secondly, it shows the recommended ranking and degree of differentiation between classification pay grades.

The classification plan is useful in several ways. First, it establishes salaries and wages on a scientific basis and eliminates the arbitrary and whimsical decisions that are so much a part of unstructured compensation systems. The classification system groups all jobs which are basically similar in respect to their nature of work, require performance at approximately the same level of difficulty and responsibility, require similar training and experience at the time of recruitment and, thus, can be equitably compensated within the same pay range. This at least establishes internal consistency and insures that jobs are rewarded in a proper manner in comparison to each other. It also provides the framework for comparing compensation levels within the county to rates paid by other public and private employers for similar employees. Thus the county can remain as competitive as it wishes while insuring that it does not pay more than is needed to attract qualified employees.

Another use of the classification plan comes to light when work requirements necessitate the creation of new positions. Through the proper use of the classification plan, the Board of Supervisors and department heads can determine whether the new job may be placed within an existing class or, conversely, if a new class needs to be established. In the former case, questions as to what kind of person needs to be recruited and how much they should be

paid are resolved immediately by reference to the established job description and assigned pay grade. If a new class must be established, relevant new job descriptions can be developed within the framework of related existing classes and a proper pay level can be established by comparison of the new class to related existing classes and their pay levels.

The Compensation System: The greatest argument in favor of the use of job descriptions and a classification plan is that they provide the basis for a scientific compensation system. In the typical county without an established personnel management plan, the compensation system usually amounts to a yearly salary review connected with the budget setting process. The results are usually an across-the-board increase for all county employees or a hit and miss attempt to reward employees for their performance during the prior year. This procedure is unsatisfactory in all but the smallest county operations. It tends to perpetuate previous wage inequities; it provides very little motivation for an employee to perform his work in an outstanding manner; it usually evaluates employees on incomplete data; it is subject to the recent behavior bias whereby an employee's performance just prior to the wage setting date is the primary consideration of his evaluation; and it is virtually impossible to project and plan future wage trends and budget needs under such a non-system.

There are many types of formal compensation systems such as piece rate systems, bonus and profit sharing systems, longevity systems, step systems, and various combinations of these systems. Since it is felt that the piece rate and bonus plans are inappropriate for county government and that a straight longevity plan would be inadequate, this document will present only the step plan and a combination step-longevity plan.

The step plan presented in Exhibit A establishes a series of pay ranges consisting of eight steps each. The increments between steps average about five percent and each range ends one step (or five percent) higher than the preceeding range. New employees would start at the pay grade reflected in the Classification Plan (Section IV) at step A. An unusually well qualified applicant could be brought in at a higher level depending upon the judgment of the employer. Upon successful completion of the probationary period (usually 6 months), the employee would advance to the next step. Such evaluations would occur annually for the next two years and bi-annually for the next seven years until the employee has reached the top step after ten years in the same job classification. Assuming the employee reaches the top pay step, his wages would be frozen at that level unless he were promoted to another job classification

or unless there is an across-the-board cost of living increase. When an employee is promoted to a classification with a higher pay range, he should be given an increase of at least one step over his current salary.

The compensation plan outlined in Exhibit B is a shortened version of the step plan combined with a longevity plan. Under this plan, a newly hired employee is treated exactly the same as he would be under the step plan during his first three years of employment. However, after the third year, increases in the employee's wages would come from application of longevity rates. If the employee is promoted to a higher job classification, his base rate should rise at least one step and he will retain his longevity rights. Cost of living increases are computed only on the base rates (as reflected by the five steps) and longevity percentages are left alone.

The main difference between these two plans is that the step-longevity plan is somewhat less expensive for a stable work force than is the pure step plan. Rather than giving five percent increases over a period of ten years, the addition of the longevity plan reduces increases to about two percent after three years. However, both of the plans have several advantages, some of which are outlined below:

1. They provide management with a means of rewarding competent and loyal employees for good or outstanding service. When people are evaluated and eligible for pay increases at known intervals, they are more inclined to improve their performance than they would be if pay increases are an arbitrary annual decision. Thus the pay plan is being used to motivate people. It should be noted that the introduction of longevity rates tends to reward the employee more for loyal service than improved work ability. Since the learning curve on the typical county job flattens out after about three years, this may be quite appropriate.
2. Equal compensation can be provided for like work of equivalent responsibility within uniform pay ranges. Discrepancies in pay between various offices are alleviated.
3. Budget estimates and the effects of personnel costs can be prepared and determined with accuracy and payroll procedures can be simplified through the use of a limited number of standard rates of pay.
4. They provide a framework within which salary and wage rates may easily be compared to private and public employers within the area. Thus the county can remain cognizant of how its wages compare to the local environment with minimal difficulty.

5. They permit the installation of general pay increases by a given percentage to meet changing conditions affecting the general levels of compensation without disturbing the basic pay structures and the relationships among classes of positions. Thus a cost of living adjustment in the magnitude of about five percent could be accomplished simply by bumping everyone up one pay grade. Adjustments that are not multiples of five can be achieved by moving all ranges upward or downward by the percentage level indicated. Similarly, changing conditions affecting a particular class, such as prolonged vacancies or the inability to recruit people within the current ranges, can be rectified by assigning a different pay grade to that particular class. However, caution should be exercised to insure that an accumulation of individual changes does not distort the class relationships. It should also be noted that changes to the compensation plan are better achieved by using percentages than lump sum amounts. Percentages preserve the distinction between classes whereas lump sums tend to bring the lower pay grades closer to the higher pay grades.

Inherent in the concept of a formal compensation plan is the need to review each employee on a periodic basis. If employees are permitted to advance from step-to-step automatically without regard to meritorious service, the motivational aspects of the pay plan are completely obliterated and it simply becomes an artificial method of inflating the county payroll. Thus it is imperative that evaluation meetings be instituted and that they are conducted in a meaningful way.

One method of structuring an evaluation meeting is through the use of an evaluation form such as that shown with the proposed personnel policies. The actual evaluation form used is not terribly important as most of them cover the same basic areas. The important thing is that the employee and supervisor frankly discuss the categories outlined on the evaluation form and come to an understanding about the employee's strengths and weaknesses. The employee may not necessarily agree with the supervisor's opinions, but at least he will know where he stands. An employee who completely disagrees with the supervisor's rating should be allowed to take his grievance up the ladder to gain at least a third opinion. Although this is bound to happen in a few cases, the vast majority of the evaluation meetings will end up with the employee and supervisor in fairly close agreement about the employee's performance.

Employee evaluations should be performed at the lowest level of employee-supervisor contact possible. The department head should review all of the evaluations done within his department.

## II. CLASSIFICATION OF DEPUTIES

The provisions for the appointment and compensation of deputies within the office of the various elected and appointed officials are one of the quirks of county government. These provisions cause only minor aberrations in the day-to-day management of county government, but they raise some interesting problems in terms of a personnel management system. This section will address the question of deputies and will outline the legal requirements, assumptions, and presumptions that have been applied in these proposals.

Perhaps the first distinction that needs to be made is between a deputy sheriff and any other kind of deputy. It should be noted that within this proposal, the only job title using the word "deputy" is that of deputy sheriff. For purposes of job analysis, the word "deputy" is used only in those cases where it commonly conveys information about the duties of the incumbent and it is the contention of this document that deputy sheriff is the only job title that meets this criterion. It should also be noted that deputy sheriffs are required to meet specific job entry requirements defined by the Iowa Law Enforcement Academy and, for the purposes of this document, are not considered in the same category as all the other people who are called deputies. The remainder of this discussion will be aimed solely at these other kinds of deputies.

The only mandatory requirements to be appointed a non-law enforcement deputy are that the individuals be approved the Board of Supervisors, take an oath of office, and be bonded. It is interesting to note that Section 341.6 of the Iowa Code says that a deputy shall perform the duties of the principal in cases of the principal's absence or disability but Section 64.15 says that the deputy's bond does not relieve the principal officer from liability for official acts of the deputy. It would seem, therefore, that the provisions for deputies have been made in order to establish a legal entity who can act for the principal officer in signing papers and to be in charge of the office when he is gone, but who is definitely subordinate to the principal officer.

The need for one and, in some cases, two such people in a given office is fairly obvious. However, the situation reaches ridiculous proportions in many county offices where more than half the office's entire staff are deputies. The need for so many to be in charge of so few is extremely hard to defend in these cases.

The explanation for the popularity of appointing deputies probably lies in Section 340.4 of the Iowa Code. This section of the law allows the first and second deputies to receive up to 80 percent of the principal's salary and all other deputies to receive up to 75 percent of the principal's salary. It also places the authority for setting the deputy's salary in the hands of the principal officer. As the Board of Supervisors approves more deputies, it reduces the percentage of county employees under its direct control and thereby reduces the overall effectiveness of a formal compensation plan.

The purpose of this discussion is to point out the fact that deputies can play a legitimate role in county government but that most counties allow the number of deputies appointed to get out of hand. Once the Board of Supervisors approves the appointment of a deputy, there is little they can do to rescind it. Unless the Board can talk the principal into rescinding a deputy's appointment the only way the number of deputies can be reduced is through attrition. Realizing that the Board of Supervisors is probably locked into its present allotment of deputies, this document does not try to specify who should and who should not be a deputy. However, there is a close correlation between people identified in the classification plan as Clerk III and the number of deputies this study felt were necessary. It should also be noted that although all Clerk III's are assigned to the same pay grade, they would be at different steps in the range depending upon their ability and seniority. It is felt that this is a much more equitable compensation method than paying all "deputies" the same amount as is presently being done.

In summary, it is suggested that the Board of Supervisors become much more restrictive in the number of deputies they certify, doing so only where there is a legitimate need for a second-in-command. If the cooperation of the elected and appointed officials can be gained, it is also recommended that the deputies be put in the proposed compensation plan with the other Muscatine County employees. This will provide a more equitable and uniform system for county compensation. It will also more closely reflect the structure that would be imposed if the county employees were to unionize. Should the employees decide to organize, the Public Employment Relations Board would probably define deputies much as this document has done. Those not truly performing the functions of a deputy would be placed in the bargaining unit and would be classified and compensated by the same system that is applied to all county employees. Thus, the county could reduce future shock waves as well as provide a more equitable system by treating people who only marginally meet the true requirements of a deputy more like the other county employees.

### III. SALARY SURVEY

#### TABLE I - CLERICAL

<u>Position</u>	<u>Private</u> <sup>1</sup>			<u>Public</u> <sup>2</sup>			<u>Muscatine County</u> <sup>3</sup>		
	<u>Beg.</u>	<u>Inter.</u>	<u>Max.</u>	<u>Beg.</u>	<u>Inter.</u>	<u>Max.</u>	<u>Beg.</u>	<u>Inter.</u>	<u>Max.</u>
Clerk	3.21	3.52	3.95	2.50	3.59	4.92	2.42	3.35	4.69
Clerk-Typist	3.14	3.47	3.87	2.55	2.99	3.95	2.42	2.97	3.93
Accounting Clerk	3.44	3.82	4.10	2.60	3.22	4.74	-	4.10	4.65
Secretary <sup>4</sup>	3.71	4.28	4.71	2.86	3.43	4.52	2.60	-	3.85

1. Questionnaires were sent to the 10 largest employers in the City of Muscatine asking for the beginning, intermediate, and maximum salaries they paid for the positions outlined above. Seven of the ten companies responded to the questionnaire and the figures above represent the mathematical mean of the salaries paid by private industry. All figures are dollars per hour.
2. Questionnaires were sent to the 5 counties surrounding Muscatine but only two (Louisa and Clinton) responded. Salary data which was available from Marshall County was included under the public heading because it is similar in size to Muscatine. The public figures also include wages paid under the State of Iowa's Merit Pay Plan for the positions enumerated. Figures are dollars per hour and are the mathematical mean of the public data sources described.
3. Figures shown for Muscatine County are current salaries converted to dollars per hour. Because of differences in job titles, some name changes were made at the discretion of the author to allow position comparisons.
4. The classification "Secretary" compares to Muscatine County's position of Office Manager as well as the one secretary position in the Juvenile Probation Office.

TABLE 2 - LAW ENFORCEMENT<sup>5</sup>

<u>Position</u>	<u>Louisa</u>	<u>Clinton</u>	<u>Marshall</u>	<u>Average</u>	<u>Muscatine</u>
Deputy Sheriff	5.39	5.00-6.30	4.09-5.62	4.55-5.77	4.47-5.77
Clerk/Dispatcher/Jailer	2.64-4.03	2.98-3.73	2.60-3.27	2.74-3.68	3.17-4.33
Bailiff	2.37	2.64-2.85	3.92-4.09	2.98-3.47	3.61
Custodian	2.88-4.39	3.20-4.10	2.88-3.89	2.99-4.13	2.25-3.46

5. Data was collected from questionnaires sent to counties surrounding Muscatine. Only Louisa and Clinton responded and Marshall was added because of a similarity in size and readily available information. All figures are dollars per hour based on a 40 hour work week.

TABLE 3 - SECONDARY ROADS<sup>6</sup>

<u>Position</u>	<u>Cedar</u>	<u>Clinton</u>	<u>Johnson</u>	<u>Louisa</u>	<u>Scott</u>	<u>Average</u>	<u>Muscatine</u>
Asst. Co. Eng.	-	9.66	9.98	6.15	10.50	9.07	7.50
Eng. Tech II	6.08	6.20	7.53	-	5.46	6.32	7.50
Eng. Tech I	5.06	5.70	4.28	-	5.33	5.09	4.90
Eng. Aide I & II	3.82	3.68	4.02	-	3.55	3.77	4.45
Maint. Supt.	5.43	6.01	5.71	-	7.35	6.13	6.00
Foreman	5.54	5.19	5.91	-	5.96	5.65	5.20
Shop Foreman	5.82	5.15	5.73	4.97	6.20	5.57	5.10
Mechanic	5.31	4.88	-	4.54	5.62	5.09	4.70
Equip. Opr. II	5.40	5.17	5.40	3.75	5.96	5.34	5.00
Equip. Opr. I	5.17	5.03	6.00	4.65	5.40	5.25	5.00
Truck Driver II	5.03	4.96	4.72	4.48	4.46	4.73	5.00
Truck Driver I	3.58	-	3.44	-	3.84	3.62	4.50

6. Data taken from DOT Office of Secondary Roads Tabulation of Salaries of Maintenance and Engineering Personnel, November 4, 1975. Since this data was somewhat dated, the DOT figures were increased by average county pay increases as reported in the April, 1976 edition of The County. Specifically, the DOT figures were increased for each county by the following amounts: Cedar - 12.6%; Clinton - 14.9%; Johnson - 9.3%; Louisa - 9.3%; Scott - 10.9%. All figures are dollars per hour. Where DOT job titles did not match existing or proposed job titles, changes were made at the discretion of the author.

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TABLE 4 - COUNTY CARE FACILITY

<u>Position</u>	<u>Cedar</u>	<u>Clinton</u>	<u>Johnson</u>	<u>Marshall</u>	<u>Scott</u>	<u>Average</u>	<u>Muscatine</u>
Nurse	-	4.45	4.89	4.11	4.58	4.51	3.88
Activity Coord.	2.65	2.73	3.47	4.20	5.67	3.74	4.33
Asst. Activity Coord	-	2.73	-	2.94	-	2.84	3.75
Attendant Sup.	-	-	3.41	3.13	3.15	3.23	3.00
Attendant	2.35	2.73	2.99	2.89	2.50	2.69	2.80
Cook Supervisor	-	-	-	4.03	-	4.03	3.15
Cook	3.00	2.73	2.82	2.90	2.37	2.76	2.83
Housekeeping Supv.	-	-	-	3.68	-	3.68	2.95
Housekeeper	-	2.73	2.77	2.83	-	2.78	2.75
Laundry Supv.	-	-	-	3.74	-	3.74	2.95
Laundry Aide	-	2.73	2.77	2.93	-	2.81	2.75

7. Data was taken from the Iowa State Association of Counties County Care Facility Wage and Fringe Summary, March, 1976. All figures are dollars per hour. Where the survey's job titles did not match existing or proposed job titles, changes were made at the discretion of the author.

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TABLE 5 - CONSERVATION COMMISSION<sup>8</sup>

<u>Position</u>	<u>Clinton</u>	<u>Johnson</u>	<u>Marshall</u>	<u>Scott</u>	<u>Average</u> <sup>9</sup>	<u>Muscatine</u>
Parks Supervisor	10,000	15,500 & house	10,000	14,940	13,110	9,900 & house
Park Officer	-	8,500 & house	7,800	13,700	11,000	-
Park Attendant	9,400	-	6,960	8,000 & house	8,787	7,800 & house

8. Information obtained from a telephone interview with the State Conservation Commission. All figures are annual salaries.

9. In figuring average salaries, the annual value of a house was set at \$2,000. Thus, \$2,000 should be added to the base Muscatine County salaries in order to compare them to the average figures.

TABLE 6 - PRIVATE SECTOR FRINGE BENEFITS<sup>10</sup>

<u>Vacation</u>	<u>Holidays</u>	<u>Sick Leave</u>
Co.A. After 1 year - 10 days After 5 yrs - 15 days After 10 yrs - 20 days After 20 yrs - 25 days	7 regular plus 3 floating	None
Co.B After 9 mos - 10 days After 8 yrs - 15 days After 18 yrs - 20 days After 25 yrs - 25 days	10	After 1 yr - 5 days/yr 2-4 yrs - 10 days/yr 5-9 yrs - 15 days/yr Over 10 yrs - 20 days/yr
Co.C After 1 yr - 10 days After 5 yrs - 15 days After 10 yrs - 20 days	10	5 days a year
Co.D After 1 yr - 5 days After 2 yrs - 10 days After 5 yrs - 15 days After 15 yrs - 20 days After 21 yrs - 25 days	10	6 days a year with no maximum accumulation
Co.E After 6 mos - 3 days After 12 mos - 5 days After 18 mos - 10 days After 5 yrs - 12 days After 10 yrs - 15 days After 15 yrs - 20 days After 20 yrs - 25 days	10½	6 days a year to a maximum accumulation of 30 days
Co.F After 1 yr - 10 days After 5 yrs - 15 days After 15 yrs - 20 days After 22 yrs - 22 days	10	6 days a year with no maximum accumulation
Co.G After 1 yr - 5 days After 3 yrs - 10 days After 10 yrs - 15 days After 18 yrs - 20 days	9	None
Averages <sup>11</sup> After 1½ yrs - 10 days After 6-9 yrs - 15 days After 14.4 yrs - 20 days After 21.5 yrs - 25 days	10	8.6 days a year

10. Information obtained from questionnaires sent to the 10 largest private employers in the City of Muscatine. Seven responses were received and are tabulated above.

11. Averages for vacations were computed on how many years it normally takes to earn 2, 3, 4 and 5 weeks of vacation respectively.

#### IV. CLASSIFICATION AND COMPENSATION PROPOSALS

The next step in the development of a personnel management system for Muscatine County is to make specific recommendations about how the positions should be classified and compensated. This information is presented in the two following tables. The first table shows current employees grouped by office, their present title, and the proposed title they would be classified under as a result of this study. The second table presents the proposed classification and compensation plan. Each job class was evaluated by using the point plan in Exhibit C with the goal of paying job classes totaling the same number of points at the same general level. Thus the job classes were arranged and ranked according to the number of total points and wage grades from the pay plans in Exhibits A and B were assigned in accordance with the data gathered through the salary survey in Section III.

A general comment about the completeness of the data is applicable to both of the following tables. Although the study was quite comprehensive, various circumstances prevented the inclusion of each and every Muscatine County employee in the compilation of data. Some departments and offices were deleted because they are not under the direct control of the Board of Supervisors and part-time employees were excluded from the tables to alleviate procedural problems. Elected officials were ignored as their pay is established by the County Compensation Board. Although these deficiencies should be noted, it is not felt that they materially affect the overall accuracy and usefulness of the study.

It should also be noted that the assignment of job titles to individuals was based on responses to the job evaluation questionnaires and follow-up interviews. Although this technique is not infallible and a number of points of contention will undoubtedly arise, the methodology is well established and should be defensible in the majority of cases. Likewise, the assignment of points is subject to rator error and missing information and certain adjustments will have to be made. The point is that these are legitimate portions of the classification process and should be discussed and agreed to before any attempts at implementation are made.

TABLE 1 - POSITION AND JOB TITLE CONVERSION TABLE

<u>Employee's Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
Auditor's Office		
Mary Bennett	First Deputy	Accounting Clerk II
Marilyn Hansen	Deputy	Clerk III
Wilma Chandler	Second Deputy	Clerk II
Pat Gilleland	Clerk	Clerk II
Florence Whitten	Addressograph Operator	Clerk II

<u>Employee's Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
<b>Recorder's Office</b>		
Violet Reinsager	First Deputy	Clerk III
Dorothy Fitchner	Second Deputy	Clerk II
Shirley Miller	Second Deputy	Clerk II
<b>Treasurer's Office</b>		
Jan Retherford	First Deputy (Auto)	Clerk III
Odetta Pippert	Second Deputy (Auto)	Clerk-Typist II
Ruth Chamberlain	Clerk (Auto)	Clerk-Typist II
Charlene Lewig	Clerk (Auto)	Clerk-Typist I
Dorothy Kaska	Clerk (Auto)	Clerk-Typist I
Margaret Wichers	First Deputy (Tax)	Clerk III
Wilma Borchet	Clerk (Tax)	Clerk I
Doris Williams	Clerk (Tax)	Clerk I
<b>Assessor's Office</b>		
Wilma Schoemaker	Office Manager	Clerk III
Judy Boyd	Secretary	Clerk I
<b>Probation Office</b>		
Fenton Barnard	Chief Juvenile Probation Officer	Juvenile Probation Officer
Nancee Langford	Secretary	Secretary I
<b>Zoning and Environmental Control</b>		
Duane Miller	Zoning Admin. and Environmentalist	Zoning and Pollution Control Officer
Steve Helfer	Environmentalist	Sanitation Inspector
Irene Roby	Office Manager	Secretary I
<b>County Relief Office</b>		
Ken Duncan	Director of Relief	Relief Officer
Marcia Meyn	Office Manager	Secretary I
Karen Armstrong	Secretary-Bookkeeper	Clerk I
<b>Clerk of Court</b>		
Diane Steed	Deputy Clerk of the District Court	Clerk II
Bernice Angell	Deputy Clerk	Clerk I
Christine Wheatley	Clerical Assistant	Clerk I
Don Lewis	First Deputy	Clerk III
Sophia Reynolds	Second Deputy	Clerk II
Vivian McClenning	Deputy Clerk	Clerk II
Jean Holliday	Deputy Clerk	Clerk II
Steve McKillip	Starting Clerk	Clerk I

<u>Employee's Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
<b>Sheriff's Office</b>		
Linn Hart	Chief Deputy	Chief Deputy
Daryl Werner	First Deputy - Asst. Investigator	Patrol Deputy II
Ron Hazen	Criminal Investigator	Criminal Investigator
Tom Brendle	Deputy Sheriff	Patrol Deputy I
Maynard Eckhardt	" "	" " I
Charles Gertz	" "	" " I
Dick Holliday	" "	" " I
Lonnie Rankins	" "	" " I
Don Phelps	" "	" " I
David Wade	" "	" " I
Lowell Snyder	" "	" " I
Bob Babitt	Deputy Sheriff (Civil)	Civil Deputy
Pauline Maguire	Secretary-Dispatcher	Clerk/Dispatcher
John Eitman	Chief Jailer	Chief Jailer
Ellis Law	Jailer/Dispatcher	Jailer
Howard Montgomery	Jailer	Jailer
Ray Pace	Jailer	Jailer
Laura Oppelt	Matron	Matron
Craig Axel	Bailiff	Bailiff
Louis Gray	Bailiff	Bailiff
<b>Conservation Board</b>		
Daryl Kothenbeutel	Executive Officer	Parks Supervisor
Mark Flander	Park Officer	Park Officer
Mike Boyd	Conservation Worker	Park Attendant
Wendy Meyers	Not Available	Parks Project Coord.
<b>County Care Facility</b>		
Donald Hamm	Administrator	Care Facility Admin.
Mary Hamm	Asst. Administrator	Asst. Care Facility Admin.
Josephine Draper	Director of Nursing	Nurse
Barbara Eakin	Clerical Receptionist	Clerk II
Pauline Curny	Activities Coordinator	Activities Coordinator
Mike Terrill	Asst. Activities Coord.	Asst. Activities Coord.
Sandra Noah	Shift Supervisor	Attendant Supervisor
Gene Howe	" "	" "
Nancy Busch	" "	" "
Belva Bishop	" "	" "
Anna Van Hoozer	Attendant	Attendant
Carol Robinson	"	"
Twila Phillips	"	"
Jacqueline Ramsdell	"	"
Dixie Knight	"	"
Kathy Schwitzer	"	"

Employee's NamePresent TitleProposed Title

Janet Martin	Cook Supervisor	Cook Supervisor
Pat Knickerbocher	Cook	Cook
Madeline Adams	Cook	Cook
Opal Vaughn	Housekeeper Supervisor	Housekeeping Supervisor
Helen Reynolds	Housekeeper	Housekeeper
Alvina Spoonmore	"	"
Helen Flake	"	"
Eva Hidlebaugh	"	"
Janice Page	Laundry Supervisor	Laundry Supervisor
Diana Kelly	Laundry Aide	Laundry Aide
Verna Kopt	" "	" "

Secondary Roads

Martin Noonan	County Engineer	County Engineer
Robert Simmering	Asst Co. Engineer	Asst. Co. Engineer
Verne Fuegen	Eng. Technician	Eng. Technician II
Forest Niles	Eng. Aide III	Eng. Technician I
Bill Simpson	Eng. Aide II	Eng. Aide II
Kevin Carter	Eng. Aide II	Eng. Aide II
Ricky Holliday	Eng. Aide I	Eng. Aide I
Robert Chambliss	General Superintendent	Mainten. Superintendent
Carl Spinder	General Foreman	Foreman
Forest T. Niles	Mechanic & Shop Foreman	Shop Foreman
John Peters	Asst. Mechanic	Mechanic II
George Caweizell	Parts and Signs	Purchasing Agent
Harold Proctor	Foreman & Equip Opr	Equip. Opr. II
Delmar Pardie	Foreman & Operator	Equip. Opr. II
Doug Holliday	Operator	Equip. Opr. II
Wayne Ford	Patrol Operator	Equip. Opr. I
Marvin Morrison	" "	" " I
David Gregg	" "	" " I
Ervin Iserholt	" "	" " I
William Strong	" "	" " I
Edgar LaRose	" "	" " I
Henry Dusenberry	" "	" " I
Harry Flake	Truck Driver (Tandem)	Truck Driver II
John Busch	" " "	" " II
Thomas Pettitt	Truck Driver (Single)	Truck Driver I
Daniel Knise	Highway Maint. Wkr	" " I
Lloyd Painter	" " "	" " I
Phil Harris	Laborer	Laborer
George Harris	"	"
Bill Bonner	"	"
Randy Roach	"	"
Judy Roby	Office Manager	Accounting Clerk II
Betty Schroeder	Office Clerk	Accounting Clerk I

TABLE 2 - PROPOSED CLASSIFICATION AND COMPENSATION PLAN

<u>Title</u>	<u>Points<sup>1</sup></u>	<u>Present Pay<sup>2</sup></u>	<u>Rank<sup>3</sup></u>	<u>Proposed Wage Grade<sup>4</sup></u>
Clerk I	10	2.42	1	Pay Grade 3
Laundry Aide	10	2.75	3	(2.49-3.43)
Housekeeper	10	2.75	3	
Laborer	11	3.50	11	Pay Grade 4
Jailer	11.5	3.61	13	(2.60-3.58)
Matron	11.5	N/A	N/A	
Clerk-Typist I	12	2.69	2	
Attendant	12	2.80	4	
Cook	12.5	2.83	5	Pay Grade 6
Engineering Aide I	13	4.40	20	(2.85-3.88)
Truck Driver I	13.5	4.50	22	
Bailiff	15	3.61	13	
Mechanic I	15	N/A	N/A	
Clerk/Dispatcher	16.5	3.17	9	
Asst. Activity Coordinator	17.5	3.75	14	Pay Grade 8
Attendant Supervisor	18	3.05	7	(3.14-4.25)
Clerk II	18	3.59	12	
Chief Jailer	18	4.33	19	
Engineering Aide II	18	4.50	22	
Truck Driver II	18	5.00	27	
Laundry Supervisor	18.5	2.95	6	
Housekeeping Supervisor	18.5	2.95	6	
Clerk-Typist II	19	3.93	16	Pay Grade 9
Accounting Clerk I	19	4.10	18	(3.28-4.45)
Purchasing Agent	19.5	N/A	N/A	
Sanitation Inspector	20	N/A	N/A	
Cook Supervisor	20.5	3.15	8	
Secretary I	21	3.23	10	
Nurse	22	3.88	15	Pay Grade 12
Civil Deputy	22	4.37	19	(3.71-5.13)
Patrol Deputy I	22	4.47	21	
Equipment Operator I	22	5.00	27	
Activities Coordinator	23	4.33	19	
Engineering Tech. I	23	4.90	26	
Clerk III	24	4.69	24	
Mechanic II	24.5	4.70	25	
Asst. Co. Care Fac. Admin.	25	4.00	17	Pay Grade 13
				(3.88-5.36)

<u>Title</u>	<u>Points<sup>1</sup></u>	<u>Present Pay<sup>2</sup></u>	<u>Rank<sup>3</sup></u>	<u>Proposed Wage Grade<sup>4</sup></u>
Accounting Clerk II	26	4.65	23	<u>Pay Grade 15</u> (4.25-5.88)
Equip. Operator II	26	5.00	27	
Shop Foreman	26	5.57	30	
Secretary II	26.5	N/A	N/A	
Foreman	26.5	5.65	31	
Asst. County Engineer	27	7.50	37	
Patrol Deputy II	27.5	5.03	28	
Chief Deputy	28	5.34	29	<u>Pay Grade 17</u> (4.66-6.44)
Engineering Tech. II	28	7.50	37	
Criminal Investigator	29	5.77	32	
Maintenance Superintendent	29	6.00	34	
Co. Care Facility Admin.	30	5.77	32	<u>Pay Grade 20</u> (5.36-7.28)
Relief Officer	30	5.88	33	
Probation Officer	30	6.73	35	
Zoning & Pollution Control Officer	31	7.21	36	
County Engineer	35.5			To Be Established By Board of Supervisors

1. Points were assigned on the basis of job descriptions written for each class. The factors evaluated and the points assigned are set out in detail in Exhibit C.
2. Present pay is the amount currently paid for this type of work. Where more than one pay rate exists for the same position, the mathematical mean was computed and displayed in this column.
3. This column ranks present employees wages from the lowest (number 1) to the highest (number 37) based on the present pay shown in column 3. There should be a direct relationship between the magnitude of points assigned in column 2 and the pay rank in column 4.
4. Pay grades shown in this column have been taken from the salary schedules shown in Exhibit A and B. The dollar per hour spread for each grade was taken from Exhibit A.

## V. IMPLEMENTATION

After review of the recommended pay plan and the position classification plan by the Board of Supervisors and other county officials, the plan may be adopted. Theoretically, the plan could be installed at any time but, practically, the most ideal time for conversion would be to wait until the next budget setting session or the time when the employees have come to expect salary reviews.

To install the plan, the Board of Supervisors together with the respective department head and the employee's immediate supervisor, would assign individual employees to steps in the assigned range in keeping with the performance of employees. The following rules should be used to assign employees to pay steps:

1. An employee whose present rate is below the recommended minimum step for his class would advance to the minimum.
2. An employee whose present rate is between the proposed minimum and maximum rates, but not an established step, would be increased to the next step above his current rate.
3. An employee whose present rate coincides with a step in the proposed range would remain at the same rate.
4. Employees whose present rate is at or above the proposed maximum would be "frozen" at their current rate of pay. Thus, they would be allowed to remain at their present rate of pay as long as they continue to occupy that position, or until such time as adjustments in the pay schedule bring their pay rates below the maximum of the grade to which their positions are assigned.
5. If the step longevity plan is adopted, the same rules apply until the employee reaches the fifth step of the pay plan. At that time, the longevity rates become effective and the person's pay is determined by how long he has worked for the county.

The Local Government Personnel Service Center stands ready to assist with any stage of the review or implementation process.

## VI.

### PROPOSED PERSONNEL POLICIES FOR MUSCATINE COUNTY

#### NON DISCRIMINATION

No appointment to nor termination from employment with Muscatine County shall be affected or influenced in any manner by consideration of race, creed, sex, age or national origin.

No question in any examination, or any employment form, or in any other personnel proceeding shall be so framed as to elicit information concerning political or religious opinions of any applicant or employee.

#### RECRUITMENT AND SELECTION

It shall be the policy of Muscatine County to carry on such recruitment programs as necessary to seek out and secure the most qualified individuals to apply for County positions at all levels of service.

Applications shall be made on forms provided for such purpose by the Office of the County Auditor. Such forms shall require information concerning the applicant's background of training and experience, residence, physical fitness and other information, including references, deemed pertinent by the County.

Defective applications may be returned to the applicant with notice to make revisions, provided, that the time limit for receiving applications has not expired.

Any application which indicates that the applicant does not possess the minimum qualifications required for the position may be rejected. Applications shall be rejected if the applicant is physically or mentally unqualified for the performance of duties in the position for which appointment is sought, has made any false statement of any material fact, or attempted to practice any deception or fraud in his application.

#### PAYROLL

Salary checks will normally be distributed by the County Auditor every other Friday on a biweekly basis. Overtime pay will be inclusive through the date on which the checks are written with the remainder included in the following pay check. The Board of Supervisors must approve all requests for advances in pay and such requests are discouraged.

Payroll deductions will include federal income tax, state income tax, social security payments, IPERS, and any other employee approved sum.

## RECORDS

The County Auditor shall maintain a service record for each employee in the service of the County showing the name, title of position held, the department to which assigned, salary, changes in employment status, and such other information as may be considered pertinent. Each employee shall promptly report all changes of name, address, and telephone number to the County Auditor.

Any temporary or permanent change in the employment status of an employee shall be reported by the department head to the County Auditor.

Payroll registers shall be kept permanently. All other personnel records, not a part of a current employee's personnel file, including correspondence, applications, examinations, and reports may be destroyed after ten years upon order of the Board of Supervisors.

## HOURS OF WORK

The normal work week is a forty (40) hour week comprised of five (5) eight and a half ( $8\frac{1}{2}$ ) hour days with one half ( $\frac{1}{2}$ ) hour for lunch. Normal working hours for courthouse employees are from 8:30 a.m. to 5:00 p.m. with a half ( $\frac{1}{2}$ ) hour for lunch. Lunch times may be staggered to make sure offices are open to serve the public during the entire work day.

Departments operating on an around-the-clock basis or with seasonal fluctuations require individualized scheduling. Your immediate supervisor will inform you what hours you are to work.

## INCOMPATIBLE ACTIVITIES

A County employee shall not become involved in any activity which requires so much of his time that it impairs his attendance or efficiency in the performance of his duties as an employee.

A County employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his duties as an employee; or with the duties, functions, and responsibilities of the department by which he is employed.

## FULL-TIME EMPLOYEES

To be classified as a full-time employee, the employee must be scheduled to work a minimum of 1800 hours per year. The employee may be paid an hourly or a monthly wage. Full-time employees are eligible for all fringe benefits.

## PART-TIME EMPLOYEES

A part-time employee is one who is scheduled to work less than 1800 hours per year. The employee may be paid by the hour for all hours worked or by a monthly salary. Part-time employees are not eligible for any of the benefits due full-time employees, such as but not limited to vacation pay, holiday pay, sick leave, and health insurance, but are subject to the same work rules governing full-time employees.

## HOSPITALIZATION AND INSURANCE

For each full-time employee, the County agrees to pay the full cost of a limited Blue Cross-Blue Shield insurance policy effective on the established premium date. Family coverage may be obtained by the employee paying for the added cost. Additional information and explanations about the insurance policy may be obtained from the Auditor's Office.

## RETIREMENT

Normal retirement age shall be 65, but this may be extended from year to year at the discretion of the Board of Supervisors.

## EMPLOYMENT OF RELATIVES

The employment of relatives in the same department will not be encouraged by the Board of Supervisors.

## JURY DUTY

Any full-time employee who is selected for jury duty or is called as a witness, shall receive a paid leave of absence for the time spent on such duty. Compensation received by the employee from the Court will be turned over to the County Auditor, with the exception of meal or travel expenses incurred by the employee.

### SICK LEAVE

Full-time employees will earn sick leave at the rate of one (1) day per month to a total of twelve (12) working days per year with a maximum accumulation of ninety (90) working days. For absences of five (5) or more continuous days a doctor's signature may be required. Sick leave may not be used as vacation. Upon separation or retirement, employees will be paid at one-half ( $\frac{1}{2}$ ) their normal rate for all accumulated sick leave except when discharged for good cause.

If it is necessary to be absent for any reason, the employee should notify the department head as far in advance as possible. In case of unexpected absence due to illness or emergency, the department head should be notified as soon after 8:30 a.m. as possible.

### MATERNITY LEAVE

Disabilities caused or contributed to by pregnancy and recovery therefrom shall be covered by accumulated sick leave.

### FUNERAL LEAVE

In case of the death of a spouse, mother, father, child, sister, brother, grandparent, mother-in-law, or father-in-law, an employee may be allowed time off with pay, not to exceed three (3) days. Any such time off will be deducted from the employee's accumulated sick leave.

### PERSONAL LEAVES OF ABSENCE

A department head may grant an unpaid leave of absence for a period of up to ten (10) days per year for an employee who needs the time for personal reasons.

### MILITARY LEAVE

Any employee, when ordered by proper authority to active state or federal service is entitled to a leave of absence from government employment for the period of active state or federal service, without loss of status and without loss of pay during the first thirty (30) days of such leave of absence.

## CAUSE FOR DISCHARGE, SUSPENSION, OR DEMOTION

An employee is subject to discharge, suspension, or demotion for any of the following causes: inefficiency, insubordination, incompetence, failure to perform the assigned duties, narcotics addiction, dishonesty, unrehabilitated alcoholism, negligence, conduct which adversely affects the employee's performance or the department employing him, conviction of a crime involving moral turpitude, conduct unbecoming a public employee, misconduct, or any other just and good cause. In addition, failure to observe published health and safety regulations shall constitute cause for disciplinary action.

When discharged for good cause, an employee forfeits all sick leave accumulated. A written statement of the cause(s) for this action must be given to the employee at the earliest possible date.

## GRIEVANCE PROCEDURE

Any employee or group of employees who feel they have not been fairly treated in keeping with policies of the County should first discuss the problem with their immediate supervisor. If the problem is not settled to the employee's satisfaction, the following procedures should be used:

- Step 1: The employee shall, within three (3) working days of the date of the grievance, present the grievance in writing to his department head. The department head shall reply in writing within three (3) working days of receipt of the grievance, informing the employee of his decision.
- Step 2: In the event that the department head's decision is not satisfactory to the employee, the employee may, within three (3) working days, present his grievance in writing to the Grievance Review Board. This Board shall consist of two department heads who are not parties to the dispute selected by the Board of Supervisors, and a third member selected by the grievant, who shall be an employee of Muscatine County. The Review Board shall, within five (5) working days of receipt of the grievance, arrange to meet with the grievant, the department head, and witnesses called by either party. The Review Board shall hold an informal hearing and shall issue a written decision within five (5) working days of the close of the hearing. Unless the grievance is an appeal from disciplinary action, the decision of the Review Board shall be final and binding.

Step 3: In the event that the decision of the Review Board does not satisfy the employee and the grievance is an appeal from disciplinary action, the employee may, within five (5) working days, present the grievance in writing to the Board of Supervisors. The Board shall review the dispute and, where warranted, meet in executive session within ten (10) working days with the parties to the dispute and witnesses called by either party. A written reply to the employee shall be issued within ten (10) working days after the hearing. The decision of the Board of Supervisors shall be final and binding.

#### REDUCTION IN FORCE

If and when it becomes necessary to reduce the number of employees because of a shortage of work or limitation of funds, separation of the employee will be accomplished with due consideration to status, length of service, and performance evaluations.

#### PROBATIONARY PERIOD

Each employee shall be considered to be on probation for a period of at least ninety (90) days. Salary may be paid at a monthly or hourly rate. Employees may be dismissed for just cause without prior notice during this period. Upon satisfactory completion of the probationary period the employee will be entitled to all the rights and privileges granted all other full-time employees, and their benefits will start as of their employment date.

Former employees that are rehired shall be considered new hires, and have no accumulated benefits.

#### OVERTIME PAY

All employees who are required to work in excess of their regular work week or 40 hours and are considered as eligible for overtime pay, shall be reimbursed for hours worked in excess of their regular work week at the rate of one and one-half the hourly equivalent of their regular pay rate.

## VACATIONS

Vacations shall be earned as follows: after one (1) year of employment, ten (10) days per year; after ten (10) years of employment, fifteen (15) days per year; after twenty (20) years of employment, twenty (20) days per year. In every case vacation shall be taken during the year after it is earned; except that following the initial six months of employment an employee may elect to use one week of his/her vacation provided that following completion of one year of service he/she shall be entitled to only one week of vacation during the next year.

## HOLIDAYS

The following shall be holidays for Muscatine County: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day.

In addition to the above mentioned holidays, the Board of Supervisors will annually select two (2) additional holidays and notify employees on or about the first of January of their selection. This will insure County employees of ten (10) paid holidays a year.

Permanent and probationary employees shall not be required to work on holidays unless the employee's services are required for an emergency performance of an essential public service.

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday the preceeding Friday shall be observed. If a holiday falls during an employee's vacation, he/she shall be entitled to an additional day's vacation. Personnel of the Sheriff's Office and County Care Facility who are required to work on holddays, shall be entitled to an additional day of vacation time for each holiday worked.

An employee shall forfeit the right to payment for any holiday if he/she has an unexcused absence on the working day immediately preceeding or following such holiday.

## EMPLOYEE EVALUATION

Every department head is encouraged to evaluate the performance of each of his/her employees after six months of employment and yearly thereafter to coincide with budget submission dates. (A sample evaluation form which could be adopted follows these proposed personnel policies). It is recommended that department heads review the evaluation with the employee.

All evaluation records will be confidential.

## REIMBURSABLE EXPENSES

If a County employee is required to use private transportation to fulfill the job requirements of the County, a mileage allowance of \$0.15 per mile is authorized for all trips approved by department heads. Parking fees are included in the mileage rate and are not individually reimbursable.

Employees shall be allowed lodging and meal expense when required to travel outside of the city or town of their official domicile and the trip is approved by the department head. In no event shall the reimbursable amount exceed the following limits:

- Per Diem - the allowance for lodging and all meals shall not exceed \$20.00 per day. Receipts for lodging must be submitted for reimbursement.
  
- Meals - those traveling on county business who are required to depart prior to 7:00 a.m. and return after 6:00 p.m. may be reimbursed a maximum of \$8.50 per day for three meals.
  - those traveling on county business who depart after 7:00 a.m. and are required to return after 6:00 p.m. may be reimbursed a maximum of \$2.00 for lunch and \$5.00 for dinner.
  - those traveling on county business who are required to depart before 7:00 a.m. and return before 6:00 p.m. may be reimbursed a maximum of \$1.50 for breakfast and \$2.00 for lunch.
  - those traveling on county business who are required to depart after 7:00 a.m. and return before 6:00 p.m. may be reimbursed a maximum of \$2.00 for lunch.

# EMPLOYEE EVALUATION FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

## Purposes of this Employee Evaluation:

To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these Evaluations will provide a history of development and progress.

## Instructions:

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, over the descriptive phrase which most nearly describes the person being rated. (If this form is being used for self-evaluation, you will be describing yourself.)

*Carefully evaluate each of the qualities separately.*

Two common mistakes in rating are: (1) A tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgment. The rater should use the ends of the scale as well as the middle, and (2) The "Halo Effect," i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points and these should be indicated on the rating scale.

**ACCURACY** is the correctness of work duties performed.

\_\_\_\_\_  
Makes frequent errors.

\_\_\_\_\_  
Careless; makes recurrent errors.

\_\_\_\_\_  
Usually accurate; makes only average number of mistakes.

\_\_\_\_\_  
Requires little supervision; is exact and precise most of the time.

\_\_\_\_\_  
Requires absolute minimum of supervision; is almost always accurate.

**ALERTNESS** is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations.

\_\_\_\_\_  
Slow to "catch on."

\_\_\_\_\_  
Requires more than average instructions and explanations.

\_\_\_\_\_  
Grasps instructions with average ability.

\_\_\_\_\_  
Usually quick to understand and learn.

\_\_\_\_\_  
Exceptionally keen and alert.

**CREATIVITY** is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

\_\_\_\_\_  
Rarely has a new idea; is unimaginative.

\_\_\_\_\_  
Occasionally comes up with a new idea.

\_\_\_\_\_  
Has average imagination; has reasonable number of new ideas.

\_\_\_\_\_  
Frequently suggests new ways of doing things; is very imaginative.

\_\_\_\_\_  
Continually seeks new and better ways of doing things; is extremely imaginative.

**DEPENDABILITY** is the ability to do required jobs well with a minimum of supervision.

Requires close supervision; is unreliable.

Sometimes requires prompting.

Usually takes care of necessary tasks and completes with reasonable promptness.

Requires little supervision; is reliable.

Requires absolute minimum of supervision.

**DRIVE** is the desire to attain goals, to achieve.

Has poorly defined goals and acts without purpose; puts forth practically no effort.

Sets goals too low; puts forth little effort to achieve.

Has average goals and usually puts forth effort to reach these.

Strives hard; has high desire to achieve.

Sets high goals and strives incessantly to reach these.

**JOB KNOWLEDGE** is the information concerning work duties which an individual should know for a satisfactory job performance.

Poorly informed about work duties.

Lacks knowledge of some phases of work.

Moderately informed; can answer most common questions.

Understands all phases of work.

Has complete mastery of all phases of job.

**QUANTITY OF WORK** is the amount of work an individual does in a work day.

Does not meet minimum requirements.

Does just enough to get by.

Volume of work is satisfactory.

Very industrious; does more than is required.

Superior work production record.

**STABILITY** is the ability to withstand pressure and to remain calm in crisis situations.

Goes "to pieces" under pressure; is "jumpy" and nervous.

Occasionally "blows up" under pressure; is easily irritated.

Has average tolerance for crises; usually remains calm.

Tolerates most pressure; likes crises more than the average person.

Thrives under pressure; really enjoys solving crises.

**COURTESY** is the polite attention an individual gives other people.

Blunt; discourteous; antagonistic.

Sometimes tactless.

Agreeable and pleasant.

Always very polite and willing to help.

Inspiring to others in being courteous and very pleasant.

PROPOSED SALARY SCHEDULE  
STEP PLAN

EXHIBIT A

\*Time in Steps

- A - 6 months
- B - 6 months
- C - 1 year
- D - 1 year
- E - 2 years
- F - 2 years
- G - 2 years
- H - Maximum

GRADE 1	A*	B*	C*	D*	E*	F*	G*	H*
Yearly	4,732.00	4,966.00	5,174.00	5,408.00	5,668.00	5,928.00	6,240.00	6,526.00
Monthly	394.33	413.83	431.16	450.60	472.33	494.00	520.00	543.83
Semi-mo.	197.16	206.91	215.58	225.33	236.16	247.00	260.00	271.91
Weekly	91.00	95.50	99.50	104.00	109.00	114.00	120.00	125.50
Hourly	2.28	2.39	2.49	2.60	2.73	2.85	3.00	3.14

GRADE 2	A	B	C	D	E	F	G	H
Yearly	4,966.00	5,174.00	5,408.00	5,668.00	5,928.00	6,240.00	6,526.00	6,812.00
Monthly	413.83	431.16	450.60	472.33	494.00	520.00	543.83	567.66
Semi-mo.	206.91	215.58	225.33	236.16	247.00	260.00	271.91	283.83
Weekly	95.50	99.50	104.00	109.00	114.00	120.00	125.50	131.00
Hourly	2.39	2.49	2.60	2.73	2.85	3.00	3.14	3.28

GRADE 3	A	B	C	D	E	F	G	H
Yearly	5,174.00	5,408.00	5,668.00	5,928.00	6,240.00	6,526.00	6,812.00	7,124.00
Monthly	431.16	450.60	472.33	494.00	520.00	543.83	567.66	593.66
Semi-mo.	215.58	225.33	236.16	247.00	260.00	271.91	283.83	296.83
Weekly	99.50	104.00	109.00	114.00	120.00	125.50	131.00	137.00
Hourly	2.49	2.60	2.73	2.85	3.00	3.14	3.28	3.43

GRADE 4	A	B	C	D	E	F	G	H
Yearly	5,408.00	5,668.00	5,928.00	6,240.00	6,526.00	6,812.00	7,124.00	7,436.00
Monthly	450.60	472.33	494.00	520.00	543.83	567.66	593.66	619.66
Semi-mo.	225.33	236.16	247.00	260.00	271.91	283.83	296.83	309.83
Weekly	104.00	109.00	114.00	120.00	125.50	131.00	137.00	143.00
Hourly	2.60	2.73	2.85	3.00	3.14	3.28	3.43	3.58

A1

GRADE 5	A	B	C	D	E	F	G	H
Yearly	5,668.00	5,928.00	6,240.00	6,526.00	6,812.00	7,124.00	7,436.00	7,722.00
Monthly	472.33	494.00	520.00	543.83	567.66	593.66	619.66	643.50
Semi-mo.	236.16	247.00	260.00	271.91	283.83	296.83	309.83	321.75
Weekly	109.00	114.00	120.00	125.50	131.00	137.00	143.00	148.50
Hourly	2.73	2.85	3.00	3.14	3.28	3.43	3.58	3.71

GRADE 6	A	B	C	D	E	F	G	H
Yearly	5,928.00	6,240.00	6,526.00	6,812.00	7,124.00	7,436.00	7,722.00	8,060.00
Monthly	494.00	520.00	543.83	567.66	593.66	619.66	643.50	671.66
Semi-mo.	247.00	260.00	271.91	283.83	296.83	309.83	321.75	335.83
Weekly	114.00	120.00	125.50	131.00	137.00	143.00	148.50	155.00
Hourly	2.85	3.00	3.14	3.28	3.43	3.58	3.71	3.88

GRADE 7	A	B	C	D	E	F	G	H
Yearly	6,240.00	6,526.00	6,812.00	7,124.00	7,436.00	7,722.00	8,060.00	8,450.00
Monthly	520.00	543.83	567.66	593.66	619.66	643.50	671.66	704.16
Semi-mo.	260.00	271.91	283.83	296.83	309.83	321.75	335.83	352.08
Weekly	120.00	125.50	131.00	137.00	143.00	148.50	155.00	162.50
Hourly	3.00	3.14	3.28	3.43	3.58	3.71	3.88	4.06

GRADE 8	A	B	C	D	E	F	G	H
Yearly	6,526.00	6,812.00	7,124.00	7,436.00	7,722.00	8,060.00	8,450.00	8,840.00
Monthly	543.83	567.66	593.66	619.66	643.50	671.66	704.16	736.66
Semi-mo.	271.91	283.83	296.83	309.83	321.75	335.83	352.08	368.33
Weekly	125.50	131.00	137.00	143.00	148.50	155.00	162.50	170.00
Hourly	3.14	3.28	3.43	3.58	3.71	3.88	4.06	4.25

GRADE 9	A	B	C	D	E	F	G	H
Yearly	6,812.00	7,124.00	7,436.00	7,722.00	8,060.00	8,450.00	8,840.00	9,256.00
Monthly	567.66	593.66	619.66	643.50	671.66	704.16	736.66	771.33
Semi-mo.	283.83	296.83	309.83	321.75	335.83	352.08	368.33	385.66
Weekly	131.00	137.00	143.00	148.50	155.00	162.50	170.00	178.00
Hourly	3.28	3.43	3.58	3.71	3.88	4.06	4.25	4.45

A 2

GRADE 10	A	B	C	D	E	F	G	H
Yearly	7,124.00	7,436.00	7,722.00	8,060.00	8,450.00	8,840.00	9,256.00	9,698.00
Monthly	593.66	619.66	643.50	671.66	704.16	736.66	771.33	808.16
Semi-mo.	296.83	309.83	321.75	335.83	352.08	368.33	385.66	404.08
Weekly	137.00	143.00	148.50	155.00	162.50	170.00	178.00	186.50
Hourly	3.43	3.58	3.71	3.88	4.06	4.25	4.45	4.66

GRADE 11	A	B	C	D	E	F	G	H
Yearly	7,436.00	7,722.00	8,060.00	8,450.00	8,840.00	9,256.00	9,698.00	10,166.00
Monthly	619.66	643.50	671.66	704.16	736.66	771.33	808.16	847.16
Semi-mo.	309.83	321.75	335.83	352.08	368.33	385.66	404.08	423.58
Weekly	143.00	148.50	155.00	162.50	170.00	178.00	186.50	195.50
Hourly	3.58	3.71	3.88	4.06	4.25	4.45	4.66	4.89

GRADE 12	A	B	C	D	E	F	G	H
Yearly	7,722.00	8,060.00	8,450.00	8,840.00	9,256.00	9,698.00	10,166.00	10,660.00
Monthly	643.50	671.66	704.16	736.66	771.33	808.16	847.16	888.33
Semi-mo.	321.75	335.83	352.08	368.33	385.66	404.08	423.58	444.16
Weekly	148.50	155.00	162.50	170.00	178.00	186.50	195.50	205.00
Hourly	3.71	3.88	4.06	4.25	4.45	4.66	4.89	5.13

GRADE 13	A	B	C	D	E	F	G	H
Yearly	8,060.00	8,450.00	8,840.00	9,256.00	9,698.00	10,166.00	10,660.00	11,154.00
Monthly	671.66	704.16	736.66	771.33	808.16	847.16	888.33	929.50
Semi-mo.	335.83	352.08	368.33	385.66	404.08	423.58	444.16	464.75
Weekly	155.00	162.50	170.00	178.00	186.50	195.50	205.00	214.50
Hourly	3.88	4.06	4.25	4.45	4.66	4.89	5.13	5.36

GRADE 14	A	B	C	D	E	F	G	H
Yearly	8,450.00	8,840.00	9,256.00	9,698.00	10,166.00	10,660.00	11,154.00	11,700.00
Monthly	704.16	736.66	771.33	808.16	847.16	888.33	929.50	975.00
Semi-mo.	352.08	368.33	385.66	404.08	423.58	444.16	464.75	487.50
Weekly	162.50	170.00	178.00	186.50	195.50	205.00	214.50	225.00
Hourly	4.06	4.25	4.45	4.66	4.89	5.13	5.36	5.63

A3

GRADE 15	A	B	C	D	E	F	G	H
Yearly	8,840.00	9,256.00	9,698.00	10,166.00	10,660.00	11,154.00	11,700.00	12,220.00
Monthly	736.66	771.33	808.16	847.16	888.33	929.50	975.00	1,018.33
Semi-mo.	368.33	385.66	404.08	423.58	444.16	464.75	487.50	509.16
Weekly	170.00	178.00	186.50	195.50	205.00	214.50	225.00	235.00
Hourly	4.25	4.45	4.66	4.89	5.13	5.36	5.63	5.88

GRADE 16	A	B	C	D	E	F	G	H
Yearly	9,256.00	9,698.00	10,166.00	10,660.00	11,154.00	11,700.00	12,220.00	12,792.00
Monthly	771.33	808.16	847.16	888.33	929.50	975.00	1,018.33	1,066.00
Semi-mo.	385.66	404.08	423.58	444.16	464.75	487.50	509.16	533.00
Weekly	178.00	186.50	195.50	205.00	214.50	225.00	235.00	246.00
Hourly	4.45	4.66	4.89	5.13	5.36	5.63	5.88	6.15

GRADE 17	A	B	C	D	E	F	G	H
Yearly	9,698.00	10,166.00	10,660.00	11,154.00	11,700.00	12,220.00	12,792.00	13,390.00
Monthly	808.16	847.16	888.33	929.50	975.00	1,018.33	1,066.00	1,115.83
Semi-mo.	404.08	423.58	444.16	464.75	487.50	509.16	533.00	557.91
Weekly	186.50	195.50	205.00	214.50	225.00	235.00	246.00	257.50
Hourly	4.66	4.89	5.13	5.36	5.63	5.88	6.15	6.44

GRADE 18	A	B	C	D	E	F	G	H
Yearly	10,166.00	10,660.00	11,154.00	11,700.00	12,220.00	12,792.00	13,390.00	14,014.00
Monthly	847.16	888.33	929.50	975.00	1,018.33	1,066.00	1,115.83	1,167.83
Semi-mo.	423.58	444.16	464.75	487.50	509.16	533.00	557.91	583.91
Weekly	195.50	205.00	214.50	225.00	235.00	246.00	257.50	269.50
Hourly	4.89	5.13	5.36	5.63	5.88	6.15	6.44	6.74

GRADE 19	A	B	C	D	E	F	G	H
Yearly	10,660.00	11,154.00	11,700.00	12,220.00	12,792.00	13,390.00	14,014.00	14,690.00
Monthly	888.33	929.50	975.00	1,018.33	1,066.00	1,115.83	1,167.83	1,224.16
Semi-mo.	444.16	464.75	487.50	509.16	533.00	557.91	583.91	612.08
Weekly	205.00	214.50	225.00	235.00	246.00	257.50	269.50	282.50
Hourly	5.13	5.36	5.63	5.88	6.15	6.44	6.74	7.06

44

GRADE 20	A	B	C	D	E	F	G	H
Yearly	11,154.00	11,700.00	12,220.00	12,792.00	13,390.00	14,014.00	14,690.00	15,132.00
Monthly	929.50	975.00	1,018.33	1,066.00	1,115.83	1,167.83	1,224.16	1,261.00
Semi-mo.	464.75	487.50	509.16	533.00	557.91	583.91	612.08	630.50
Weekly	214.50	225.00	235.00	246.00	257.50	269.50	282.50	291.00
Hourly	5.36	5.63	5.88	6.15	6.44	6.74	7.06	7.28

GRADE 21	A	B	C	D	E	F	G	H
Yearly	11,700.00	12,220.00	12,792.00	13,390.00	14,014.00	14,690.00	15,132.00	15,886.00
Monthly	975.00	1,018.33	1,066.00	1,115.83	1,167.83	1,224.16	1,261.00	1,323.83
Semi-mo.	487.50	509.16	533.00	557.91	583.91	612.08	630.50	661.91
Weekly	225.00	235.00	246.00	257.50	269.50	282.50	291.00	305.50
Hourly	5.63	5.88	6.15	6.44	6.74	7.06	7.28	7.64

GRADE 22	A	B	C	D	E	F	G	H
Yearly	12,220.00	12,792.00	13,390.00	14,014.00	14,690.00	15,132.00	15,886.00	16,692.00
Monthly	1,018.33	1,066.00	1,115.83	1,167.83	1,224.16	1,261.00	1,323.83	1,391.00
Semi-mo.	509.16	533.00	557.91	583.91	612.08	630.50	661.91	695.50
Weekly	235.00	246.00	257.50	269.50	282.50	291.00	305.50	321.00
Hourly	5.88	6.15	6.44	6.74	7.06	7.28	7.64	8.03

GRADE 23	A	B	C	D	E	F	G	H
Yearly	12,792.00	13,390.00	14,014.00	14,690.00	15,132.00	15,886.00	16,692.00	17,524.00
Monthly	1,066.00	1,115.83	1,167.83	1,224.16	1,261.00	1,323.83	1,391.00	1,460.33
Semi-mo.	533.00	557.91	583.91	612.08	630.50	661.91	695.50	730.16
Weekly	246.00	257.50	269.50	282.50	291.00	305.50	321.00	337.00
Hourly	6.15	6.44	6.74	7.06	7.28	7.64	8.03	8.43

GRADE 24	A	B	C	D	E	F	G	H
Yearly	13,390.00	14,014.00	14,690.00	15,132.00	15,886.00	16,692.00	17,524.00	18,382.00
Monthly	1,115.83	1,167.83	1,224.16	1,261.00	1,323.83	1,391.00	1,460.33	1,531.83
Semi-mo.	557.91	583.91	612.08	630.50	661.91	695.50	730.16	765.91
Weekly	257.50	269.50	282.50	291.00	305.50	321.00	337.00	353.50
Hourly	6.44	6.74	7.06	7.28	7.64	8.03	8.43	8.84

AS

PROPOSED SALARY SCHEDULE  
STEP-LONGEVITY PLAN

EXHIBIT B

LONGEVITY RATES BASED

-----ON CONTINUOUS SERVICE-----

-----BASE RATES-----

GRADE 1	ENTRY	AFTER 6 MO.	AFTER 1 YR.	AFTER 2 YRS.	AFTER 3 YRS.	AFTER 7 YRS.	AFTER 12 YRS	AFTER 18 YRS.
Yearly	4,732.00	4,966.00	5,174.00	5,408.00	5,668.00	5,781.00	5,895.00	6,008.00
Monthly	394.33	413.83	431.16	450.60	472.33	-	-	-
Semi-mo.	197.16	206.91	215.58	225.33	236.16	-	-	-
Weekly	91.00	95.50	99.50	104.00	109.00	-	-	-
Hourly	2.28	2.39	2.49	2.60	2.73	2%	4%	6%
<b>GRADE 2</b>								
Yearly	4,966.00	5,174.00	5,408.00	5,668.00	5,928.00	6,047.00	6,165.00	6,284.00
Monthly	413.83	431.16	450.60	472.33	494.00	-	-	-
Semi-mo.	206.91	215.58	225.33	236.16	247.00	-	-	-
Weekly	95.50	99.50	104.00	109.00	114.00	-	-	-
Hourly	2.39	2.49	2.60	2.73	2.85	2%	4%	6%
<b>GRADE 3</b>								
Yearly	5,174.00	5,408.00	5,668.00	5,928.00	6,240.00	6,365.00	6,490.00	6,614.00
Monthly	431.16	450.60	472.33	494.00	520.00	-	-	-
Semi-mo.	215.58	225.33	236.16	247.00	260.00	-	-	-
Weekly	99.50	104.00	109.00	114.00	120.00	-	-	-
Hourly	2.49	2.60	2.73	2.85	3.00	2%	4%	6%
<b>GRADE 4</b>								
Yearly	5,408.00	5,668.00	5,928.00	6,240.00	6,526.00	6,657.00	6,787.00	6,918.00
Monthly	450.60	472.33	494.00	520.00	543.83	-	-	-
Semi-mo.	225.33	236.16	247.00	260.00	271.91	-	-	-
Weekly	104.00	109.00	114.00	120.00	125.50	-	-	-
Hourly	2.60	2.73	2.85	3.00	3.14	2%	4%	6%

B1

GRADE 5	ENTRY	AFTER 6 MO.	AFTER 1 YR.	AFTER 2 YRS.	AFTER 3 YRS.	AFTER 7 YRS.	AFTER 12 YRS.	AFTER 18 YRS.
Yearly	5,668.00	5,928.00	6,240.00	6,526.00	6,812.00	6,948.00	7,084.00	7,221.00
Monthly	472.33	494.00	520.00	543.83	567.66	-	-	-
Semi-mo.	236.16	247.00	260.00	271.91	283.83	-	-	-
Weekly	109.00	114.00	120.00	125.50	131.00	-	-	-
Hourly	2.73	2.85	3.00	3.14	3.28	2%	4%	6%

GRADE 6

Yearly	5,928.00	6,240.00	6,526.00	6,812.00	7,124.00	7,266.00	7,409.00	7,551.00
Monthly	494.00	520.00	543.83	567.66	593.66	-	-	-
Semi-mo.	247.00	260.00	271.91	283.83	296.83	-	-	-
Weekly	114.00	120.00	125.50	131.00	137.00	-	-	-
Hourly	2.85	3.00	3.14	3.28	3.43	2%	4%	6%

GRADE 7

Yearly	6,240.00	6,526.00	6,812.00	7,124.00	7,436.00	7,585.00	7,733.00	7,882.00
Monthly	520.00	543.83	567.66	593.66	619.66	-	-	-
Semi-mo.	260.00	271.91	283.83	296.83	309.83	-	-	-
Weekly	120.00	125.50	131.00	137.00	143.00	-	-	-
Hourly	3.00	3.14	3.28	3.43	3.58	2%	4%	6%

GRADE 8

Yearly	6,526.00	6,812.00	7,124.00	7,436.00	7,722.00	7,876.00	8,031.00	8,185.00
Monthly	543.83	567.66	593.66	619.66	643.50	-	-	-
Semi-mo.	271.91	283.83	296.83	309.83	321.75	-	-	-
Weekly	125.50	131.00	137.00	143.00	148.50	-	-	-
Hourly	3.14	3.28	3.43	3.58	3.71	2%	4%	6%

GRADE 9

Yearly	6,812.00	7,124.00	7,436.00	7,722.00	8,060.00	8,221.00	8,382.00	8,544.00
Monthly	567.66	593.66	619.66	643.50	671.66	-	-	-
Semi-mo.	283.83	296.83	309.83	321.75	335.83	-	-	-
Weekly	131.00	137.00	143.00	148.50	155.00	-	-	-
Hourly	3.28	3.43	3.58	3.71	3.88	2%	4%	6%

BR

GRADE 10	ENTRY	AFTER 6 MO.	AFTER 1 YR.	AFTER 2 YRS.	AFTER 3 YRS.	AFTER 7 YRS.	AFTER 12 YRS.	AFTER 18 YRS.
Yearly	7,124.00	7,436.00	7,722.00	8,060.00	8,450.00	8,619.00	8,788.00	8,957.00
Monthly	593.66	619.66	643.50	671.66	704.16	-	-	-
Semi-mo.	296.83	309.83	321.75	335.83	352.08	-	-	-
Weekly	137.00	143.00	148.50	155.00	162.50	-	-	-
Hourly	3.43	3.58	3.71	3.88	4.06	2%	4%	6%

GRADE 11

Yearly	7,436.00	7,722.00	8,060.00	8,450.00	8,840.00	9,017.00	9,194.00	9,370.00
Monthly	619.66	643.50	671.66	704.16	736.66	-	-	-
Semi-mo.	309.83	321.75	335.83	352.08	368.33	-	-	-
Weekly	143.00	148.50	155.00	162.50	170.00	-	-	-
Hourly	3.58	3.71	3.88	4.06	4.25	2%	4%	6%

GRADE 12

Yearly	7,722.00	8,060.00	8,450.00	8,840.00	9,256.00	9,441.00	9,626.00	9,811.00
Monthly	643.50	671.66	704.16	736.66	771.33	-	-	-
Semi-mo.	321.75	335.83	352.08	368.33	385.66	-	-	-
Weekly	148.50	155.00	162.50	170.00	178.00	-	-	-
Hourly	3.71	3.88	4.06	4.25	4.45	2%	4%	6%

GRADE 13

Yearly	8,060.00	8,450.00	8,840.00	9,256.00	9,698.00	9,892.00	10,086.00	10,280.00
Monthly	671.66	704.16	736.66	771.33	808.16	-	-	-
Semi-mo.	335.83	352.08	368.33	385.66	404.08	-	-	-
Weekly	155.00	162.50	170.00	178.00	186.50	-	-	-
Hourly	3.88	4.06	4.25	4.45	4.66	2%	4%	6%

GRADE 14

Yearly	8,450.00	8,840.00	9,256.00	9,698.00	10,166.00	10,369.00	10,573.00	10,776.00
Monthly	704.16	736.66	771.33	808.16	847.16	-	-	-
Semi-mo.	352.08	368.33	385.66	404.08	423.58	-	-	-
Weekly	162.50	170.00	178.00	186.50	195.50	-	-	-
Hourly	4.06	4.25	4.45	4.66	4.89	2%	4%	6%

GRADE 15	ENTRY	AFTER 6 MO.	AFTER 1 YR.	AFTER 2 YRS.	AFTER 3 YRS.	AFTER 7 YRS.	AFTER 12 YRS.	AFTER 18 YRS.
Yearly	8,840.00	9,256.00	9,698.00	10,166.00	10,660.00	10,873.00	11,086.00	11,300.00
Monthly	736.66	771.33	808.16	847.16	888.33	-	-	-
Semi-mo.	368.33	385.66	404.08	423.58	444.16	-	-	-
Weekly	170.00	178.00	186.50	195.50	205.00	-	-	-
Hourly	4.25	4.45	4.66	4.89	5.13	2%	4%	6%

GRADE 16

Yearly	9,256.00	9,698.00	10,166.00	10,660.00	11,154.00	11,377.00	11,600.00	11,823.00
Monthly	771.33	808.16	847.16	888.33	929.50	-	-	-
Semi-mo.	385.66	404.08	423.58	444.16	464.75	-	-	-
Weekly	178.00	186.50	195.50	205.00	214.50	-	-	-
Hourly	4.45	4.66	4.89	5.13	5.36	2%	4%	6%

GRADE 17

Yearly	9,698.00	10,166.00	10,660.00	11,154.00	11,700.00	11,934.00	12,168.00	12,402.00
Monthly	808.16	847.16	888.33	929.50	975.00	-	-	-
Semi-mo.	404.08	423.58	444.16	464.75	487.50	-	-	-
Weekly	186.50	195.50	205.00	214.50	225.00	-	-	-
Hourly	4.66	4.89	5.13	5.36	5.63	2%	4%	6%

GRADE 18

Yearly	10,166.00	10,660.00	11,154.00	11,700.00	12,220.00	12,464.00	12,709.00	12,953.00
Monthly	847.16	888.33	929.50	975.00	1,018.33	-	-	-
Semi-mo.	423.58	444.16	464.75	487.50	509.16	-	-	-
Weekly	195.50	205.00	214.50	225.00	235.00	-	-	-
Hourly	4.89	5.13	5.36	5.63	5.88	2%	4%	6%

GRADE 19

Yearly	10,660.00	11,154.00	11,700.00	12,220.00	12,792.00	13,048.00	13,304.00	13,560.00
Monthly	888.33	929.50	975.00	1,018.33	1,066.00	-	-	-
Semi-mo.	444.16	464.75	487.50	509.16	533.00	-	-	-
Weekly	205.00	214.50	225.00	235.00	246.00	-	-	-
Hourly	5.13	5.36	5.63	5.88	6.15	2%	4%	6%

B4

GRADE 20	ENTRY	AFTER 6 MO.	AFTER 1 YR.	AFTER 2 YRS.	AFTER 3 YRS	AFTER 7 YRS.	AFTER 12 YRS.	AFTER 18 YRS.
Yearly	11,154.00	11,700.00	12,220.00	12,792.00	13,390.00	13,658.00	13,926.00	14,193.00
Monthly	929.50	975.00	1,018.33	1,066.00	1,115.83	-	-	-
Semi-mo.	464.75	487.50	509.16	533.00	557.91	-	-	-
Weekly	214.50	225.00	235.00	246.00	257.50	-	-	-
Hourly	5.36	5.63	5.88	6.15	6.44	2%	4%	6%

GRADE 21

Yearly	11,700.00	12,220.00	12,792.00	13,390.00	14,014.00	14,294.00	14,575.00	14,855.00
Monthly	975.00	1,018.33	1,066.00	1,115.83	1,167.83	-	-	-
Semi-mo.	487.50	509.16	533.00	557.91	583.91	-	-	-
Weekly	225.00	235.00	246.00	257.50	269.50	-	-	-
Hourly	5.63	5.88	6.15	6.44	6.74	2%	4%	6%

GRADE 22

Yearly	12,220.00	12,792.00	13,390.00	14,014.00	14,690.00	14,984.00	15,278.00	15,571.00
Monthly	1,018.33	1,066.00	1,115.83	1,167.83	1,224.16	-	-	-
Semi-mo.	509.16	533.00	557.91	583.91	612.08	-	-	-
Weekly	235.00	246.00	257.50	269.50	282.50	-	-	-
Hourly	5.88	6.15	6.44	6.74	7.06	2%	4%	6%

GRADE 23

Yearly	12,792.00	13,390.00	14,014.00	14,690.00	15,132.00	15,435.00	15,737.00	16,040.00
Monthly	1,066.00	1,115.83	1,167.83	1,224.16	1,261.00	-	-	-
Semi-mo.	533.00	557.91	583.91	612.08	630.50	-	-	-
Weekly	246.00	257.50	269.50	282.50	291.00	-	-	-
Hourly	6.15	6.44	6.74	7.06	7.28	2%	4%	6%

GRADE 24

Yearly	13,390.00	14,014.00	14,690.00	15,132.00	15,886.00	16,204.00	16,521.00	16,839.00
Monthly	1,115.83	1,167.83	1,224.16	1,261.00	1,323.83	-	-	-
Semi-mo.	557.91	583.91	612.08	630.50	661.91	-	-	-
Weekly	257.50	269.50	282.50	291.00	305.50	-	-	-
Hourly	6.44	6.74	7.06	7.28	7.64	2%	4%	6%

BS

EXHIBIT C

POINT ASSIGNMENT STANDARDS

Category	Level and Definition			
Experience	<p>1 No experience required - entry level - trained on the job.</p>	<p>2 Two years- knowledgable of job functions.</p>	<p>3 Four years- promotable- able to train others.</p>	<p>4 Six years- knows full content of job - needs little or no supervision.</p>
Education	<p>1 None required.</p>	<p>2 Completion of high school <u>OR</u> 1-2 years of special training.</p>	<p>3 High School degree <u>Plus</u> 2 yrs. of college or other special training.</p>	<p>4 Four year college degree or more.</p>
Responsibility	<p>1 Virtually none- can do little harm.</p>	<p>2 Basic responsibility for themself and their work - can do some harm.</p>	<p>3 Responsible for their work and possibly expensive equipment - may supervise a few other people - can do a lot of harm.</p>	<p>4 Responsible for large division or section - total responsibility</p>
Skills (manipulative or manual dexterity)	<p>1 None.</p>	<p>2 Beginners level of skill on equipment or machinery - learning to type or operate.</p>	<p>3 Journeyman level or well accomplished typist, mechanic, operator, etc.</p>	<p>4 Expert at what they do.</p>
Working Conditions	<p>1 Normal office conditions.</p>	<p>2 Exposed to unpleasant weather conditions.</p>	<p>3 Periodic exposure to hazardous or dangerous situations.</p>	<p>4 Constant exposure to hazardous or dangerous situations.</p>

POINT ASSIGNMENT SHEET

COUNTY/~~XXX~~ MUSCATINE

DEPARTMENT

FACTOR WEIGHTS  
Position

30%  
Exper.

20%  
Educ.

20%  
Respon.

20%  
Skills

10%  
Work. Cond.

Tot.  
Pts.

Position	30% Exper.				20% Educ.				20% Respon.				20% Skills				10% Work. Cond.				Tot. Pts.		
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
CLERK I	X				X					X				X					X				10
CLERK II		X			X						X				X				X				18
CLERK III			X		X							X				X			X				24
CLERK-TYPIST I	X				X					X					X				X				12
CLERK-TYPIST II		X			X						X					X			X				19
SECRETARY I		X				X						X				X			X				21
SECRETARY II			X			X							X			X			X				26.3
ACCOUNTING CLERK I		X				X					X				X				X				19
ACCOUNTING CLERK II			X			X						X				X			X				26
ZONING & POLLUTION OFFICER				X			X					X				X			X				31
SANITATION INSPECTOR		X				X					X				X				X				20
RELIEF OFFICER			X				X					X				X			X				30
PROBATION OFFICER		X						X				X				X			X				30
CHIEF DEPUTY (SHERIFF)				X		X						X			X			X					28
CRIMINAL INVESTIGATOR			X			X						X				X			X				29
PATROL DEPUTY I	X					X						X			X						X		22
PATROL DEPUTY II		X				X						X				X					X		27.5
CIVIL DEPUTY	X					X						X			X						X		22
CLERK/DISPATCHER		X				X					X				X				X				16.5
CHIEF JAILER		X				X					X				X				X				18
JAILER	X					X					X				X				X				11.5
MATRON	X					X					X				X				X				11.5
BAILIFF		X				X						X			X				X				15
CARE FACILITY ADMIN.			X				X						X			X			X				30
ASST. CARE FACILITY ADMIN.			X				X						X			X			X				25
NURSE	X						X					X				X			X				22
ATTENDENT SUPERVISOR		X				X						X			X				X				18

POINT ASSIGNMENT SHEET

COUNTY/XXX MUSCATINE

DEPARTMENT

FACTOR WEIGHTS

30%

20%

20%

20%

10%

Tot  
Pts

Position

Exper.

Educ.

Respon.

Skills

Work. Cond.

	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
ATTENDANT	X				X				X				X				X				12
ACTIVITIES COORDINATOR		X					X		X						X		X				23
ASST. ACTIVITIES COORDINATOR	X					X			X						X		X				17.5
COOK SUPERVISOR		X			X				X						X		X				20.5
COOK	X				X				X				X				X				12.5
LAUNDRY SUPERVISOR		X			X				X						X		X				12.5
LAUNDRY AIDE	X				X				X				X				X				10
HOUSEKEEPING SUPERVISOR		X			X				X						X		X				18.5
HOUSEKEEPER	X				X				X				X				X				10
COUNTY ENGINEER			X					X				X				X	X				35.5
ASSISTANT COUNTY ENGINEER		X						X			X				X		X				27
ENGINEERING AIDE I	X					X			X				X				X				13
ENGINEERING AIDE II		X				X			X						X		X				18
ENGINEERING TECHNICIAN I			X			X			X						X		X				23
ENGINEERING TECHNICIAN II				X		X			X						X		X				28
MAINTENANCE SUPERINTENDENT				X		X			X						X		X				29
SHOP FOREMAN		X				X			X						X		X				26
MECHANIC I	X					X			X				X				X				15
MECHANIC II		X				X			X						X		X				24.5
PURCHASING AGENT		X				X			X				X				X				19.5
FOREMAN			X			X			X				X				X				26.5
EQUIPMENT OPERATOR I		X				X			X						X		X				22
EQUIPMENT OPERATOR II			X			X			X						X		X				26
TRUCK DRIVER I	X					X			X				X				X				13.5
TRUCK DRIVER II		X				X			X				X				X				18
LABORER	X					X			X				X				X				11

## JOB TITLE INDEX

<u>Class Code</u>	<u>Class Title</u>	<u>Class Code</u>	<u>Class Title</u>
<u>Clerical and Fiscal</u>		<u>Health Service</u>	
0001	Clerk I	0301	Care Facility Administrator
0002	Clerk II	0302	Assistant Care Facility Administrator
0003	Clerk III	0303	Nurse
0004	Clerk-Typist I	0304	Attendant Supervisor
0005	Clerk-Typist II	0305	Attendant
0006	Secretary I	0306	Activities Coordinator
0007	Secretary II	0307	Assistant activities Coordinator
0008	Accounting Clerk I	0308	Cook Supervisor
0009	Accounting Clerk II	0309	Cook
<u>Administrative and Inspection</u>		0310	Laundry Supervisor
0101	Zoning and Pollution Control Officer	0311	Laundry Aide
0102	Sanitation Inspector	0312	Housekeeping Supervisor
0103	Relief Officer	0313	Housekeeper
0104	Juvenile Probation Officer	<u>Law Enforcement</u>	
<u>Engineering and Road Maintenance</u>		0401	Chief Deputy
0201	County Engineer	0402	Criminal Investigator
0202	Assistant County Engineer	0403	Patrol Deputy I
0203	Engineering Aide I	0404	Patrol Deputy II
0204	Engineering Aide II	0405	Civil Deputy
0205	Engineering Technician I	0406	Clerk/Dispatcher
0206	Engineering Technician II	0407	Chief Jailer
0207	Maintenance Superintendent	0408	Jailer
0208	Shop Foreman	0409	Matron
0209	Mechanic I	0410	Bailiff
0210	Mechanic II	<u>Conservation and Parks</u>	
0211	Purchasing Agent	0501	Parks Supervisor
0212	Foreman	0502	Park Officer
0213	Equipment Operator I	0503	Parks Project Coordinator
0214	Equipment Operator II	0504	Park Attendant
0215	Truck Driver I		
0216	Truck Driver II		
0217	Laborer		

## CLERK I

### DEFINITION

This is an entry level position under immediate supervision performing simple, routine, and repetitive clerical tasks which can be readily learned; performs related work as required.

### DUTIES

Maintains files of correspondence, forms, reports, and other material; files material alphabetically, numerically, or by other predetermined classification; adds new material to individual files; compiles simple records and reports not requiring the making of difficult decisions; compiles and checks forms, lists, applications, and similar material against standard requirements; assists in proof-reading various materials; performs simple posting, docketing and indexing where work is subject to check or, if not checked, where the errors will not lead to serious consequences; may sort and route incoming mail; prepares records, applications, documents, form letters or other materials for files; operates common office machines not requiring previous training; may do incidental typing not requiring use of the touch system, or typing where accuracy rather than speed is essential.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to sort and file a variety of material with accuracy following a designated system; ability to learn and apply departmental procedures and policies; ability to perform arithmetic computations with speed and accuracy; ability to make routine bookkeeping entries and to fill out business forms; ability to spell and knowledge of rules of punctuation and grammar; ability to meet the public and maintain effective working relationships; ability to follow oral and written instructions; and ability to perform clerical tasks with a moderate degree of speed and accuracy.

Minimum Education, Training, and Experience. None

Required Special Qualification. May have to be bondable.

## CLERK II

### DEFINITION

Under general supervision, performs a variety of clerical tasks which require some independent judgment and the application of basic departmental policies and regulations; performs related work as required.

### DUTIES

Compiles records and reports requiring a knowledge of departmental operations and terminology; completes and checks forms, lists, applications, and similar material against standard requirements; cross checks computations and postings made by other employees as a check on their accuracy; may sort and route incoming mail; prepares records, applications, documents, form letters or other material for files and does actual filing; operates common office machines; may issue licenses and permits to the general public; may docket and index various forms, claims, and documents; may collect various amounts of money; examines applications and forms for completeness and compliance with laws, rules, regulations and standards; makes bookkeeping entries and may check for periodic balances; may answer phone calls and route them elsewhere when appropriate; secures and gives out information to the public in reference to departmental services, policies and regulations; assists and guides part-time and temporary help in the performance of basic clerical functions; may do incidental typing not requiring use of the touch system, or typing where accuracy rather than speed is essential.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Some knowledge of modern office procedures and practices; general knowledge of spelling, punctuation, grammar, and arithmetic; knowledge of departmental policies and procedures; ability to deal with callers and visitors tactfully and courteously; ability to follow written and oral instructions; ability to communicate information clearly in oral and written form.

Minimum Education, Training, and Experience. At least two years of clerical experience demonstrating the ability to perform the duties of this class; (OR) graduation from high school and two (2) years of study in a related field at an accredited college or business school.

Required Special Qualification. May have to be bondable.

## CLERK III

### DEFINITION

Under general direction, performs a variety of complex and difficult clerical operations which require considerable independent judgment; may supervise clerks of a lower classification in the performance of routine clerical operations; trains subordinate clerks; is in charge of the office when the elected official is not present; performs related work as required.

### DUTIES

Plans, organizes, and assigns the work of subordinates; informs clerks of new or revised policies and procedures; helps maintain production; examines, checks and verifies statistical and other reports for completeness, adequacy, and accuracy of computations; reviews difficult work and personally follows-up on the more difficult or complicated problems; audits, balances, and checks accounts; supervises the maintenance of filing systems; assists in the development of office procedures; operates a variety of office machinery and trains others in its use; assists the general public and may handle substantial sums of money; is in charge of the office in the absence of the elected official.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of spelling, punctuation, grammar and arithmetic; thorough knowledge of the office's practices and procedures, statistical and financial record keeping systems and filing procedures; ability to interpret and apply policies, regulations, ordinances, and procedures; ability to plan, assign and supervise the work of clerical subordinates; ability to establish and maintain an effective working relationship with other employees and the public.

Minimum Education, Training, and Experience. Four (4) years of progressively responsible clerical experience; (OR) two (2) years of progressively responsible clerical work and two (2) years of training in a related field at an accredited college or business school; (OR) any equivalent combination of training and experience.

Required Special Qualification. May have to be bondable.

## CLERK-TYPIST I

### DEFINITION

This is an entry level position under immediate supervision performing simple routine and repetitive clerical and typing tasks where the use of a typewriter is required in a majority of the duties; performs related work as required.

### DUTIES

Types registrations, titles, licenses, permits, or other forms according to specifications where accuracy is more important than speed; gathers information from visitors to the office needed to issue titles, licenses, and permits; types letters and other material from rough draft, dictating machine or detailed instructions; prepares cards and other forms for filing, may prepare routine reports based on information at hand, following designated procedures; may proofread the work of another employee to check the accuracy of alpha-numeric entries; sorts and routes incoming mail; sorts and files correspondence; may answer telephone or act as receptionist.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to understand and follow oral and written instructions; ability to learn assigned clerical tasks readily; ability to establish and maintain harmonious relationships with other employees and visitors; ability to sort a variety of material with accuracy following a designated system; accuracy in spelling, punctuation, and grammar, both oral and written; ability to communicate information clearly; some skill in the use of a typewriter.

Minimum Education, Training, and Experience. None

Required Special Qualifications. May have to be bondable.

## CLERK-TYPIST II

### DEFINITION

Under general supervision, performs varied clerical work requiring the use of a typewriter in a majority of the duties; exercises some independent judgment and applies basic departmental policies and regulations; performs related work as required.

### DUTIES

Types registrations, titles, licenses, permits or other forms according to specification; types letters and other materials; compiles records and reports requiring a knowledge of departmental operations and terminology; files cards and various forms; may cross check computations and type written forms done by other employees as a check on their accuracy; operates common office machines; makes various bookkeeping entries and occasionally balances books; issues licenses to and assists the general public in reference to departmental services, policies and regulations.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the department's procedures and policies; ability to follow written and oral instructions; ability to deal tactfully and courteously with the general public; ability to communicate information clearly in oral and written form; skill in the efficient and accurate operation of a typewriter.

Minimum Education, Training, and Experience. At least one year of clerical experience involving the skilled operation of a typewriter; (OR) two (2) years of training in a related field at an accredited college or business school.

Required Special Qualification. May have to be bondable.

## SECRETARY I

### DEFINITION

Under the general supervision of a department head or administrator of a small agency, performs responsible secretarial and clerical duties of a varied nature requiring some independent judgment; performs related work as required.

### DUTIES

Types correspondence, case histories and other materials; takes and transcribes minutes of meetings or conferences and prepares drafts of proceedings; composes and types routine letters, permits, and other material as follow-up actions; interviews clients and other people entering the office to determine their needs and/or to prepare a case history; provides information to the public; prepares reports and maintains appointment schedules; maintains and files various records on office activities pertaining to personnel, budgeting, purchasing, and inventory; receives visitors and answers telephone; receives, stamps, and routes incoming mail; orders supplies and materials for the office.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Good knowledge of spelling, punctuation, business English, business arithmetic, and the maintenance of complex records; knowledge of modern office methods and procedures; ability to establish and maintain effective working relationships with others; ability to handle confidential work with tact and discretion; ability to interpret and handle routine decisions in accordance with agency policy; ability to deal tactfully with the public; ability to follow oral and written instructions in detail and with accuracy and efficiency; skill in the operation of a typewriter.

Minimum Education, Training, and Experience. Two (2) years of full-time paid employment in varied and responsible clerical and/or stenographic work; (OR) one (1) year of full-time paid experience and graduation from high school; (OR) two (2) years of successfully completed education in an accredited college, university or business school.

## SECRETARY II

### DEFINITION

Under the direction of a department head or administrator of a small agency, provides general office and related quasi-technical support services of moderate to considerable diversity and scope; performs related work as required.

### DUTIES

Performs varied office administrative tasks in relieving an official of important details or in serving a board or commission; participates in budget preparation by maintaining budgetary accounts and projections; plans and maintains an adequate supply of office materials and supplies; maintains appointment schedules; provides detailed responses to information requests about programs and activities; attends board meetings and conferences and takes minutes, composes drafts of proceedings, and conducts follow-up action independently; is responsible for the organization and maintenance of all files, records, and case histories.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of grammar, sentence structure, spelling and punctuation, considerable knowledge of basic office practices, business forms and formats and the maintenance of complex records; considerable knowledge of good human relations methods; knowledge of the purposes, objectives, policies and organization of the agency to which assigned; ability to establish and maintain effective working relationships with others; ability to deal tactfully with the public; ability to perform complex clerical tasks and make decisions requiring interpretation and judgment; ability to follow oral and written instructions accurately and efficiently; skilled in the operation of a typewriter.

Minimum Education, Training, and Experience. Three (3) years of full-time paid clerical office and/or stenographic experience, one year of which involved responsible secretarial duties; (OR) graduation from high school and two (2) years of full-time paid clerical and/or stenographic experience, one year of which involved responsible secretarial duties; (OR) satisfactory completion of post high school course work in an accredited secretarial, business or closely related curriculum may be substituted for the required experience on the basis that one (1) month of concentrated education is equivalent to two (2) months of experience.

## ACCOUNTING CLERK I

### DEFINITION

Under supervision, performs moderately complex non-professional accounting tasks and related work of a clerical nature within an assigned phase of the accounting system; performs related work as required.

### DUTIES

Operates a bookkeeping machine or "mini-computer", posts ledger accounts; issues payroll and accounts payable checks; checks documents for common errors in accounting classification, mathematical errors, and/or the completeness and presence of supporting documents; checks accounts for clerical accuracy of entries, postings, totals, and balances; prepares routine statements, schedules, and statistical data requiring the examination of a limited number of accounts which are closely related; performs routine reconciliation operations involving closely related documents, records, and accounts in which the causes of disagreement are easily identified; types various reports, records, and forms related to the unit's accounting work.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of clerical accounting methods, forms, and techniques; knowledge of departmental practices and procedures relating to the processing and recording of transactions and accounting information; knowledge of accounting codes, classifications, and terminology pertinent to clerical maintenance operations; ability to process and maintain assigned clerical and fiscal records under limited supervision; ability to read and post numeric data with speed and accuracy; ability to learn the operation of a bookkeeping machine or "mini-computer"; ability to understand and carry out moderately complex oral and written instructions; ability to make standard arithmetical computations quickly and accurately; ability to establish and maintain effective working relationships with other employees and the public.

Minimum Education, Training, and Experience. Two years of experience in clerical work affording familiarity with figures and record keeping procedures; (OR) graduation from high school and the completion of two semesters (30 hours) of work in bookkeeping and commercial subjects at a college or business school; (OR) any equivalent combination of experience and training.

## ACCOUNTING CLERK II

### DEFINITION

Under direction, performs and supervises the processing of accounting system records and the preparation of fiscal reports; performs and supervises clerical work of a related nature; performs related work as required.

### DUTIES

Supervises payroll preparation and payroll deduction accounts; the posting of revenue and expenditures, the reconciliation of balances, and the preparation of financial statements; supervises the maintenance and closing of general and subsidiary ledgers and accounts at the end of a fiscal year and the preparation of new ledger and journal sheets; makes reconciliation of departmental expenditure reports to control ledger accounts; operates a bookkeeping machine or "mini-computer" and instructs subordinates on its operation; posts ledger accounts; issues tax forms; posts in cash book; makes trial balances and keeps running balances; supervises the audit of receipts, fees and expenses for a number of accounts; reconciles discrepancies in a number and variety of inter-related accounts.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Thorough knowledge of clerical accounting methods, forms, and techniques; thorough knowledge of departmental practices and procedures relating to the processing and recording of transactions and accounting information; knowledge of the principles of financial reporting; knowledge of accounting codes, classifications and terminology pertinent to clerical maintenance operations; ability to maintain and supervise the keeping of a variety of clerical accounting records; ability to read and post numeric data accurately; ability to make standard arithmetical computations quickly and accurately; ability to lay out and supervise the work of others; ability to work with increasing discretion and responsibility; skill in the operation and care of a typewriter, bookkeeping machine, "mini-computer", and standard office equipment.

Minimum Education, Experience, and Training. Two years of experience the Accounting Clerk I level; (OR) graduation from high school and three years of full time clerical experience with at least two years of the experience in an area related to clerical account maintenance; (OR) graduation from an accredited business school with at least four semesters (60 hours) of training in bookkeeping and account maintenance; (OR) any equivalent combination of experience and training.

## ZONING AND POLLUTION CONTROL OFFICER

### DEFINITION

Under direction, enforces county's zoning ordinances and attempts to prevent or alleviate sources of pollution and health hazards; performs related work as required.

### DUTIES

Reviews applications for building and use permits for adherence to county zoning regulations; issues or declines issuance of permits or suggests modifications to obtain conformity to zoning requirements; gathers data to present to Zoning Commission or Board of Adjustment in rezoning or variance appeals and schedules hearing times and dates; insures that zoning maps are current and accurate; plans the layout of subdivision and defends the plan before the Zoning Commission; issues sewage permits for all privately constructed sewage systems within the county; responds to nuisance complaints about pollution sources, health hazards, and rat harborings and attempts to persuade the landowner to clean up the problem; recommends legal action against landowners who will not voluntarily comply with clean up orders; prepares departmental budget for submission to Board of Supervisors; hires and supervises small office staff.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the zoning and related ordinances of the county; knowledge of building and landscaping materials and practices; ability to identify variances and violations of the county zoning and sanitation laws; ability to gather data and compile information in preparing detailed reports; ability to use tact and diplomacy in dealing with people; ability to explain policies and details in oral and written form; ability to supervise a small staff and administer the functions of an office.

Minimum Education, Training, and Experience. Graduation from high school or G.E.D. equivalency and two (2) years of college with an emphasis on landscaping, planning, engineering or related fields; (OR) five (5) years of experience in related work.

## SANITATION INSPECTOR

### DEFINITION

Under general supervision, inspects septic tank and other private sewage installations to insure compliance with county regulations; performs related work as required.

### DUTIES

Identifies private sewage systems under construction within the county from permits issued for that purpose; performs inspections by making sure all connections are tight, trenches have been dug to proper depths, proper septic tank and cover material has been used, tile field level is proper, and that the septic tank and filter tank are a proper distance from the well; patrols county looking for signs of unauthorized private sewage construction; patrols county subdivisions to insure proper permits have been obtained; responds to complaints about health nuisances and attempts to facilitate a solution.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of sewage system construction and regulations pertaining to state and local sanitation requirements; ability to learn the county's zoning regulations; ability to use tact and diplomacy when dealing with people in order to effect solutions to violations.

Minimum Education, Training, and Experience. Graduation from high school or G.E.D. equivalency and successful completion of a 12 month Environmental Control Training Program; (OR) two (2) years of work experience in a directly related field.

## RELIEF OFFICER

### DEFINITION

Under direction, participates in and supervises the work of employees engaged in providing non-categorical financial assistance to indigent clients; acts as a conservator of accounts, advocate, or guardian for some clients; performs related work as required.

### DUTIES

Assumes direction and control of real and personal property of mentally or physically incompetent patients when appointed fiduciary by a court or other competent authority; locates, inventories, and evaluates assets and accounts; directs the realization of assets, liquidation of liabilities, payment of bills, preparation of federal and state tax returns, and collection and deposit of earnings and social security payments; makes appropriate accounting entries to record financial transactions; pays visits and composes correspondence to county and state institutions to clarify or rectify complaints received from clients; acts as a liaison to the county care facility and other county and state institutions; counsels patients and non-institutionalized clients; develops and administers office procedures, personnel requirements, and the departmental budget; hires and evaluates office personnel.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of county, state, and federal assistance programs for indigent people; ability to organize a variety of work duties and delegate effectively to others, utilizing extensive knowledge of principles, policies, and techniques of social work; knowledge of business practices and financial administration; ability to establish and perform accounting procedures of average difficulty; ability to establish effective working relationships with indigent clients, community organizations and groups, and county and state institutional personnel; ability to follow new and unrelated problems through to a satisfactory solution.

Minimum Education, Training, and Experience. Graduation from high school or G.E.D. equivalence, with the equivalence of two (2) years of college work in social work, sociology, related social science courses and business courses, and three (3) years of experience in social work; (OR) four (4) years of college in the areas described and one (1) year of experience in social work; (OR) five (5) years of experience in social work or a directly related field.

## JUVENILE PROBATION OFFICER

### DEFINITION

Under direction from the juvenile court judge, performs work of a professional level in making recommendations for or against the probation of juvenile offenders; supervises probationers; performs related work as required.

### DUTIES

Determines which juvenile cases fall within the jurisdiction of the court and which should be adjusted informally or referred to other agencies; makes prehearing or presentencing investigations of home and family environment and personal histories of potential probationers as a means of determining advisability of probation; may release juvenile to parents or authorize detention pending preliminary hearing; prepares social history for court, interprets findings and suggests plan of treatment; arranges for placement or clinical services for the juvenile and works with and counsels the offender according to the treatment plan toward discharge from probation; continually evaluates probationer's progress through personal meetings and through contacts with law enforcement authorities; secures remedial action by the court when necessary.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of casework methods and techniques and their application to juvenile offenders; knowledge of interviewing and counseling techniques; knowledge of principals of human growth and behavior and basic sociological and psychological treatment and therapy practices; knowledge of theories and research in the area of deviant behavior; ability to learn the operation of the juvenile court and its areas of responsibility; ability to deal tactfully, courteously, and dispassionately with juvenile offenders and their parents; ability to establish effective working relationships with fellow employees and representatives of other related agencies; ability to communicate effectively in both oral and written form; ability to conduct investigations and prepare case records and progress reports.

Minimum Education, Training, and Experience. Graduation from an accredited university or college with a Bachelor's degree in criminology, sociology, psychology, or a related field of social science; and, for people appointed after July 1, 1974, successful completion during the first year of employment of the required five week training program given at the Des Moines Area Community College.

## COUNTY ENGINEER

### DEFINITION

Under the direction of the County Board of Supervisors, coordinates and supervises the construction and maintenance work on the county secondary road system; performs related work as required.

### DUTIES

Plans, coordinates, allocates, and supervises the engineering and construction assignments associated with the maintenance and repair of the secondary road system; prepares annual budget and administers the funds for the secondary road system in accordance with Iowa Department of Transportation specifications; oversees the design, planning, and priority setting for all road, bridge, and culvert work; coordinates construction projects between county and public or private agencies on public land; supervises and inspects all construction and maintenance work and ensures its economical and efficient performance; in consultation with the Board of Supervisors, prepares the annual road construction program and establishes long-range priorities for the following five years; prepares specifications for and secures bids or multiple quotations on needed equipment; prepares plans, estimates, and advertises letting information for construction project; establishes departmental personnel policies and makes the final employee hiring and firing decisions; performs public relations work within the community and the state; keeps the Board of Supervisors posted on new state and federally imposed regulations affecting the operation of the department; consults with the public concerning problems or complaints.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of current developments, literature, and information concerning public works engineering; considerable knowledge of the principles and practices of engineering and modern office management; ability to plan and supervise the work of technical and professional personnel in a manner conducive to efficient, economical, and full performance effort; ability to exercise good engineering judgment in appraising situations and making decisions.

Minimum Education, Training, and Experience. Four (4) years of college with major course work in civil engineering; thorough professional experience in civil engineering including field and office experience plus four (4) years of extensive and progressively responsible highway engineering work.

Required Special Qualifications. Possession of a valid State of Iowa certificate of registration as a professional engineer; must be qualified to be bonded.

## ASSISTANT COUNTY ENGINEER

### DEFINITION

Under direction, performs professional engineering duties in the planning, designing, drafting, and inspecting of departmental projects; acts as the administrative assistant to the County Engineer; performs related work as required.

### DUTIES

Supervises and assists in the designing and drafting of culvert, grading, bridges, and paving projects; examines materials used in construction projects; supervises and occasionally assists surveying crews; prepares cost estimates on planned projects in preparation for bid letting; assists the County Engineer in the preparation of budgets and annual reports; may supervise a small group of employees and administer the paperwork incidental to their employment; contacts land owners and makes the necessary arrangements to purchase rights-of-way for field projects; negotiates special provisions of construction contracts with contractors; inspects finished construction projects to ensure conformance with the terms of the contract and prescribed safety standards; prepares a variety of reports as required by local, state, or federal regulations; interprets operating policies for employees and the public in person, by telephone, or through correspondence; serves in the capacity of the County Engineer in his absence.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to plan, organize, assign, and supervise the work of engineering technicians and maintenance workers; ability to understand and implement technical instructions; ability to perform complex drafting and engineering design work; knowledge of construction specifications and costs; ability to communicate and develop a working relationship with representatives of construction firms, utility companies, the Iowa Department of Transportation, elected officials, and the public; skill in the use and care of drafting, surveying, and inspecting equipment.

Minimum Education, Training, and Experience. Completion of four (4) years of college with major course work in civil engineering.

Required Special Qualifications. Possession of a valid State of Iowa certificate of registration as a professional engineer.

## ENGINEERING AIDE I

### DEFINITION

Under direct supervision, performs routine drafting assignments; performs routine surveying duties as a rodman; performs routine inspection work.

### DUTIES

Holds rod at points designated by party chief; moves rod or target on rod following verbal or hand signals to establish point or reading required; calls out readings or writes station numbers and readings in notebook; measures distances between survey points as directed by party chief using tape or surveyor's chain; carries and sets stakes and cuts and clears brush from survey line; plots maps and charts showing profiles and cross-sections; performs routine drafting, sketching, tracing, and lettering work in preparing cross-sections; assists in the laboratory analysis of materials and on-site inspections; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Some knowledge of intermediate mathematics; ability to perform calculations quickly and accurately; ability to understand and follow oral and written instructions; ability to make accurate notes from readings and observations; ability to work extended periods out of doors under occasionally adverse weather conditions.

Minimum Education, Training, and Experience. Some experience giving an exposure to basic drafting and surveying techniques.

## ENGINEERING AIDE II

### DEFINITION

Under general supervision, performs routine drafting assignments; performs routine surveying duties primarily as a rodman using rods and chains and occasionally as an instrument operator using transit and level; performs more routine aspects of construction inspection; performs related work as required.

### DUTIES

Performs routine drafting on construction work, topographical profiles, and related maps and specification sheets used in planning and construction of roads, culverts, and drainage systems; prepares planning information on maps, layouts, charts, and graphs; holds rod at points designated by instrument operator; takes measurements as directed with tape or chain; drives stakes and clears brush from survey line; acts as a relief instrument operator; makes any necessary computations and field notes; assists in the inspection of construction projects to assure conformance to dimensional specifications; performs routine repair and maintenance of drafting, surveying, and inspection instruments.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to understand and implement oral and written instructions; knowledge of intermediate mathematics and ability to make computations using algebra and geometry; knowledge of the methods of drafting and the proper use of drafting equipment; knowledge of survey methods and the proper use of surveying equipment; ability to make accurate notes from readings; ability to perform moderately heavy labor for brief periods of time.

Minimum Education, Training, and Experience. Experience in drafting and surveying techniques and two (2) years of experience as an Engineering Aide I; (OR) an equivalent combination of education, experience, and training.

## ENGINEERING TECHNICIAN I

### DEFINITION

Under general supervision, performs more difficult aspects of drafting, surveying, and inspection; performs related work as required.

### DUTIES

Prepares a variety of engineering drawings; reduces field notes, computes grades, prepares cross sections, profiles, maps, and charts; prepares and drafts precise maps for land use, master plans, rights-of-way, and assessments; makes survey project assignments to survey field party; operates transit and level, determines lines, angles, distances, and elevations; makes sketches of surveys; keeps survey records; checks field notes and computations submitted by survey party members for completeness and accuracy; prepares reports on special projects and operations; conducts plant and grade inspections to assure conformance to dimensional specifications; records quantities of materials used and maintains log of work performed; performs laboratory tests on materials used.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of engineering practices, applied mathematics, construction materials, and instruments used in drafting, surveying, and inspection; knowledge of methods, terminology, and symbols used in drafting, surveying, and inspection; ability to make accurate measurements and computations with survey equipment; ability to make accurate tests of construction materials; ability to read and interpret blueprints and specifications and communicate the information to proper personnel; ability to establish and maintain a working relationship with other employees and the public in general.

Minimum Education, Training, and Experience. Graduation from high school including coursework in algebra and geometry, and four (4) years of experience in drafting, surveying, and inspection (OR) an equivalent combination of education, experience, and training.

## ENGINEERING TECHNICIAN II

### DEFINITION

Under direction, performs difficult aspects of drafting, surveying, and inspection projects; performs complex research and design work; supervises a survey party; performs related work as required.

### DUTIES

Drafts detailed design drawings of road, bridge, and culvert projects, following written descriptions and in accordance with current standards; gives technical assistance and reviews completed work for accuracy and completeness; calculates information needed to conduct survey from notes, maps, deeds, and other records; keeps accurate notes, records, and sketches of work performed or data secured; verifies for accuracy the data secured; trains members of a survey party, directs them in performance of their duties, and appraises quality of work; gathers or prepares progress records and reports on construction projects; performs or directs the performance of laboratory tests on materials used on construction projects; examines workmanship of finished installations for conformity to standards.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Considerable knowledge of engineering practices, applied mathematics, construction materials, and instruments used in surveying and inspection; considerable knowledge of terminology, methods, and symbols used in drafting; ability to make accurate measurements and computations with survey equipment; ability to make accurate tests of construction materials; ability to read and interpret blueprints and specifications and discuss any existing deviations from specified procedures to insure compliance with regulations governing construction; ability to assist and direct subordinates in the performance of their duties; ability to take the lead responsibility for any project assigned.

Minimum Education, Training, and Experience. Graduation from high school with a strong mathematical background and ten (10) years of increasingly responsible experience in drafting, surveying, and inspection work; (OR) an equivalent combination of education, experience, and training.

## MAINTENANCE SUPERINTENDENT

### DEFINITION

Under the general direction of the County Engineer, supervises a wide variety of maintenance and repair activities on county roads, bridges, and culverts; operates machinery when necessary; performs related work as required.

### DUTIES

Inspects county roads, bridges, and signs, taking notice of needed repairs or maintenance; consults with County Engineer about necessary repairs; supervises and inspects maintenance and repair projects; serves as a liaison with landowners seeking opinions on the work they want done; ensures the maintenance of proper inventories; calls out maintenance crew for snow removal, flood damage, and other emergencies; directs the repair and maintenance of county vehicles and equipment; supervises maintenance of buildings and grounds; oversees the seeding and mowing of county property; analyzes and resolves work problems or assists workers in solving problems; initiates or recommends personnel actions such as new hires, promotions, discharges, and disciplinary measures; approves overtime work and maintains time and work records.

### ENTRY REQUIREMENTS

Required Abilities, Knowledges, and Skills. Extensive knowledge of the practices, principles, materials, and equipment used in road, bridge, and culvert construction and maintenance; ability to assign subordinates to tasks, instruct them in their work, and inspect work upon completion; ability to understand and follow written and oral instructions; ability to establish and maintain effective working relationship with employees and members of the public.

Minimum Education, Training, and Experience. Six (6) years of progressively responsible highway maintenance work; (OR) an equivalent combination of training and experience.

Required Special Qualifications. Possession of a valid chauffeur's license.

## SHOP FOREMAN

### DEFINITION

Under direction, supervises and coordinates activities of workers engaged in the maintenance, repair and overhaul of trucks and highway construction and maintenance equipment; performs skilled mechanical work; performs related work as required.

### DUTIES

Assigns work to other skilled and semi-skilled workers engaged in the overhaul and repair of trucks, tractors, graders, draglines and other equipment; makes initial inspection and diagnosis of difficult cases; supervises the care and maintenance of shop equipment; inspects tools and equipment for proper condition and use; approves stock orders for needed parts; supervises and participates in the preparation of new vehicles for field assignments; insures that deficiencies are corrected in accordance with warranty provisions; supervises and participates in the preparation of old units for sale by removal of special equipment, decals and cleaning; conducts road tests of repaired units; inspects work-in-progress to see that repairs and replacements are properly made and units are satisfactorily assembled; performs all duties of the Mechanic II.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the standard methods, materials, tools and equipment of the mechanic's trade; considerable knowledge of the occupational hazards and safety precautions of the trade; considerable knowledge of the operating and repair characteristics of a variety of heavy equipment; considerable knowledge of the operating principles of gasoline and diesel engines; ability to plan, assign and supervise the work of subordinates; ability to understand and execute oral and written instructions; ability to interpret plans and sketches; ability to diagnose difficult or unusual vehicle and equipment conditions or malfunctions, and to determine effective corrective measures; skill in the use and care of the tools, equipment, and materials of the mechanic's trade.

Minimum Education, Training, and Experience. Five (5) years experience as a journeyman automotive or diesel mechanic; (OR) approved training at an area college or technical school may be substituted for experience on a month for month basis.

## MECHANIC I

### DEFINITION

Under supervision, performs semi-skilled work in the maintenance, repair and overhaul of all types of trucks, highway construction and maintenance equipment; performs related work as required.

### DUTIES

Performs service work such as changing oil, changing and repairing tires, and related jobs; cleans and disassembles parts and assists in their re-assembly; installs exhaust pipes, mufflers, heaters, shock absorbers, radiators, spark plugs, filters and window glass; assists with engine tune-ups; assists in overhauling and repairing all secondary road system equipment; keeps shop, tools and equipment clean and orderly.

### ENTRY REQUIREMENTS

Required Abilities, Knowledges, and Skills. Some knowledge of the methods, materials, tools and techniques used in the repair and maintenance of light and heavy duty mechanical equipment; some knowledge of the working principles of internal combustion engines; ability to use hand tools required for the maintenance and repair of automotive equipment; ability to understand and follow written and oral instructions.

Minimum Education, Training, and Experience. Some experience in equipment repair work; (OR) equivalent combinations of formal training and experience.

## MECHANIC II

### DEFINITION

Under general supervision, performs skilled mechanical work of a journeyman level in the maintenance, repair and overhaul of all types of trucks, highway construction and maintenance equipment; performs related work as required.

### DUTIES

Performs all duties of the Mechanic I; diagnoses mechanical, electrical and hydraulic malfunctions or failures; removes, repairs, overhauls and installs gasoline and diesel powered engines; inspects, adjusts and replaces defective and worn-out parts; repairs and replaces all components of the drive train, brakes, air lines, springs, fuel and water lines, carburetors, fuel pumps, gauges, condensers, coil, and other component parts of county equipment; performs road service to repair failures; tunes and adjusts engines; sandblasts and paints equipment; repairs and rebuilds hydraulic jacks, pumps and cylinders; operates standard testing equipment; may use acetylene or electric arc welding equipment as needed.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Considerable knowledge of the methods, materials, tools and techniques used in the repair and maintenance of light and heavy duty equipment; considerable knowledge of the principles of internal combustion engines; knowledge of the standard methods, practices, tools and materials of metal fabricating and welding; skill in the care and use of all tools employed in engine repair and adjustment; skill in locating and correcting defects in secondary road equipment; ability to understand and effectively carry out all written and oral instructions.

Minimum Education, Training, and Experience. Three (3) years of experience as a journeyman automotive or diesel mechanic; (OR) equivalent combinations of approved training in a technical school and experience.

## PURCHASING AGENT

### DEFINITION

Under direction, purchases supplies, materials, and parts necessary to maintain an efficient inventory of items to sustain the operation of the secondary road system; performs related work as required.

### DUTIES

Purchases the items necessary for the operation of the secondary road system; interviews suppliers and vendors to obtain information concerning the product, price, service, limitations, delivery date and the ability of the vendor to obtain the product; assesses current and future needs and determines specifications and requirements for new materials; reviews proposals of suppliers and negotiates with the accepted bidder for contracts, keeping within budgetary limitations; keeps complete records of items purchased, costs, delivery, performance, and inventory; maintains work reports detailing equipment, parts, fuel, supplies, and man hours charged to a specific job; occasionally picks-up and delivers parts and supplies.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the principles, practices, and techniques of volume purchasing; some knowledge of bookkeeping procedures; ability to read, interpret, and prepare specifications for a variety of materials and services; ability to prepare clear and concise reports; ability to evaluate current and predict future needs of the department for materials, supplies, and services; ability to establish and maintain an effective working relationship with vendors, department personnel, and the public; possession of a demonstrated mechanical aptitude and good knowledge of construction and maintenance practices.

Minimum Education, Training, and Experience. Three (3) years of work experience in purchasing or related work.

## FOREMAN

### DEFINITION

Under direction, supervises and assists in the maintenance and repair of county roads, bridges, culverts, and signs; performs related work as required.

### DUTIES

Supervises the construction, maintenance, and repair of roads, bridges, culverts, and signs; coordinates the equipment used in these projects including trucks, draglines, dozers, patrols, and endloaders; offers suggestions to subordinates and instructs them on more difficult aspects of their work; establishes or adjusts work procedures to meet schedules using knowledge of capacities of workers, machines, and equipment; examines finished work for conformance to safety requirements; instructs subordinates on safety procedures and the proper use and care of equipment; prepares project activity reports; supervises erection of barricades and signs to insure traffic safety.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the methods, techniques, and practices of road and bridge construction; considerable knowledge of the related equipment and safety procedures; ability to plan, organize, assign, supervise, and inspect the work of subordinates; ability to understand and follow written and oral instructions; ability to maintain and present operating records and reports; ability to skillfully operate standard construction equipment; ability to establish and maintain effective working relationships with fellow employees and the public.

Minimum Education, Training, and Experience. Five (5) years of progressively responsible road and bridge construction and maintenance work; (OR) an equivalent combination of training and experience.

Required Special Qualifications. Possession of a valid chauffeur's license.

## EQUIPMENT OPERATOR I

### DEFINITION

Under general supervision, performs semi-skilled and skilled work involving the operation of a motor patrol to spread and level dirt, gravel, and stone to grade specifications in the maintenance of roads and construction activities; performs related work as required.

### DUTIES

Drives motor patrol and regulates the height and angle of patrol blade with a series of levers; drives patrol in successive passes to level surfaces to specified grades; cuts and finishes grades; prepares sub-grades; judges depth of cut by feel of levers and sound of engine; removes snow from roads and road shoulders; cleans ditches and waterways with patrol; performs routine preventive maintenance and adjustments to patrol; occasionally operates other pieces of equipment such as trucks, endloaders, backhoes, and draglines; mows along shoulders of road; seeds along roads; reports missing or damaged signs to Maintenance Superintendent; checks roads for washouts and needed maintenance; performs other manual labor as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the mechanical operations of the motor patrol and other equipment operated; knowledge of the operating hazards and of applicable safety precautions; some knowledge of the techniques of road construction and maintenance; ability to understand and follow written and oral instructions; ability to perform manual labor for extended periods under unfavorable weather conditions.

Minimum Education, Training, and Experience. Some experience in the operation of heavy equipment.

Required Special Qualifications. Possession of a valid chauffeur's license.

## EQUIPMENT OPERATOR II

### DEFINITION

Under direction, performs skilled operation of heavy specialized equipment used in road and bridge construction and maintenance; serves as site foreman for crew working with the specialized piece of equipment; performs related work as required.

### DUTIES

Operates machinery such as endloaders, backhoes, excavators, dozers, draglines as well as other equipment; re-lays culverts and driveways; repairs tile; lays new tile; back-fills, loads dirt, rocks, and other materials; loads and unloads heavy objects; may serve as foreman on work sites assigning work and checking results; participates in other road and bridge work such as cleaning ditches, cutting trees and brush, and plowing snow in adverse weather conditions; performs preventive maintenance on equipment and makes necessary minor adjustments; performs other manual labor as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the operation and mechanical functions of heavy specialized construction equipment; knowledge of operating hazards and of applicable safety precautions; knowledge of the materials, practices and methods of road and bridge construction and the ability to instruct subordinates in the completion of assigned tasks; ability to instruct subordinates in the completion of assigned tasks; ability to train subordinates in the operation of specialized equipment to serve as back-up operators; ability to establish and maintain effective working relationship with fellow workers.

Minimum Education, Training, and Experience. Considerable experience in the operation of heavy equipment.

Required Special Qualifications. Possession of a valid chauffeur's license.

## TRUCK DRIVER I

### DEFINITION

Under general supervision, operates single axle truck equipped with dump box to transport and dump loose materials such as sand, gravel, crushed rock, or bituminous paving materials; drives truck equipped with blade to plow snow or equipped with box to spread sand; performs related work as required.

### DUTIES

Drives a truck engaged in hauling materials, supplies, and refuse; operates hand and foot controls to tilt box and dislodge and dump materials; operates the necessary levers to raise and lower blade attachments to push or scrape snow from road surfaces; operates controls to engage the power take-off in order to spread sand or salt; performs routine mechanical maintenance of equipment operated; patches roads, cleans culverts, cuts brush, helps with bridge repair and performs other routine unskilled manual tasks.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the operation and mechanical function of a single axle truck; knowledge of operating hazards and of applicable safety precautions; ability to understand and follow written and oral instructions; ability to operate heavy trucks and perform manual labor for extended periods.

Minimum Education Training, and Experience. Some experience in the operation of heavy equipment or some previous trucking experience.

Required Special Qualifications. Possession of a valid chauffeur's license.

## TRUCK DRIVER II

### DEFINITION

Under general supervision, operates tandem truck equipped with a dump box to transport and dump loose materials such as sand, gravel, crushed rock, or bituminous paving material; drives truck equipped with blade to plow snow or equipped with box to spread sand; performs related work as required.

### DUTIES

Drives a truck engaged in hauling rock, paving materials, and dirt from ditch and culvert cleaning; operates hand and foot controls to tilt box and dislodge and dump materials; skillfully dumps materials in box and in doing so spreads the materials to specified depths; operates levers to raise and lower blade attachments to push or scrape snow from road surfaces; operates controls to engage the power take-off in order to spread sand or salt; performs routine mechanical maintenance of equipment operated; performs routine unskilled manual labor as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the operation and mechanical functions of a tandem truck; due to the increased size of the truck and the additional load capacity, considerable knowledge of the operating hazards and the applicable safety precautions in the operation of a tandem truck; ability to understand and follow written and oral instructions; ability to operate heavy trucks and perform manual labor for extended periods.

Minimum Education, Training, and Experience. One (1) year of experience as a Truck Driver I (OR) one (1) year of experience operating heavy equipment.

Required Special Qualifications. Possession of a valid chauffeur's license.

## LABORER

### DEFINITION

Under immediate supervision, performs heavy manual labor and limited skills equipment operation in road and bridge construction and maintenance; performs related work as required.

### DUTIES

Cleans loose dirt from holes in pavement surface and refills with hot or cold mix asphalt; tamps freshly laid asphalt in pavement patches using hand tamper; repairs bridge floors and guard rails; cleans brush and drift from bridge piers; repairs bridge backwalls and wings; replaces worn pilings; cleans culverts and waterways using heavy equipment and hand tools; cuts weeds and brush; mows along roads; assists with snow removal; performs rough carpentry work to erect, take down, and repair highway signs; erects barricades; operates equipment necessary for the performance of duties; performs other manual duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to understand and follow written and oral instructions; ability to work within prescribed standards and specifications; ability to learn the techniques of bridge and road construction and maintenance; ability to perform heavy manual labor for extended periods under unfavorable weather conditions.

Minimum Education, Training, and Experience. None.

Required Special Qualifications. Possession of a valid chauffeur's license.

## CARE FACILITY ADMINISTRATOR

### DEFINITION

Under administrative direction, administers the activities of the county care facility; performs related work as required.

### DUTIES

Plans, coordinates, and directs the educational, recreational, and rehabilitation programs and operations of the health care facility; compiles and analyzes operational statistics for the preparation of the facility's budget and official reports; formulates plans for the long-range growth and development of the facility; confers with staff to establish operational and personnel policies and regulations; approves all employee appointments and terminations; promotes public relations through personal contact with church and civic groups; attends professional conferences and reviews professional literature in an effort to improve the quality of service and care provided by the facility; confers with physicians, Nurse, and other professionals to determine the needs of specific residents and ensures that efforts are made to satisfy these needs; develops in-house education and training programs; counsels troubled residents; approves major expenditures for equipment and supplies; may perform incidental maintenance and repair work; inspects facility to ensure conformance with safety and health requirements.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Thorough knowledge of the principles, methods, and equipment associated with the operations of a care facility; considerable knowledge of the principles and practice of care facility administration; knowledge of health care and delivery practices; ability to plan, coordinate, and supervise the work of subordinates; ability to suggest improved work methods and appraise the work of subordinates; ability to communicate information regarding policies and services clearly and effectively in written and oral form; knowledge of problems of geriatric and mentally unstable residents; ability to deal patiently and tactfully with residents; ability to establish and maintain effective working relationships with employees, residents, associates, and the public.

Minimum Education, Training, and Experience. Considerable experience in hospital or nursing home administration and licensure as a Nursing Home Administrator under the requirements of the laws of the State of Iowa.

## ASSISTANT CARE FACILITY ADMINISTRATOR

### DEFINITION

Under general direction, performs administrative and professional work in the operation of the county care facility; performs related duties as required.

### DUTIES

Assists in the coordination and direction of the educational, recreational, and rehabilitation programs of the care facility; schedules and supervises the work of the care facility's employees; computes staff and resident payrolls; prepares periodic reports on the status of the residents; assists the Administrator in the preparation of several period reports and the preparation of the annual budget; maintains the facility's bank accounts; performs bookkeeping and recordkeeping duties; prepares weekly menus for the facility; answers correspondence received by the facility; counsels residents and ensures that their needs are being met.

### ENTRY REQUIREMENTS

Required Knowledgges, Abilities, and Skills. Considerable knowledge of the principles and practices of care facility operations; knowledge of care facility administration; ability to coordinate and supervise the activities of subordinates; ability to communicate policies and instructions to employees both in written and oral form; ability to deal sympathetically and tactfully with residents possessing varied levels of mental ability; ability to establish and maintain working relationships with employees, residents, associates, and the public.

Minimum Education, Training, and Experience. Some experience in care facility administration.

## NURSE

### DEFINITION

Under direction, performs skilled and professional duties in the care and treatment of residents of the county care facility; supervises the health related activities of the Attendant Supervisors and Attendants.

### DUTIES

Gives informal instruction to Attendants regarding suitable methods and techniques of resident care; administers all types of oral, intramuscular, and other medications and records its administration; checks medication charts to ensure they are being properly maintained; upon request, provides doctors with information regarding conditions and progress of specific residents; accompanies doctors on their rounds when they visit the facility; observes, records, and reports to doctor residents' conditions and reactions to treatments, drugs, and significant incidents; advises the Cook Supervisor of residents' dietary needs; checks the general health of residents by taking their pulse, blood pressure, and weight on a regular basis; examines feet, skin, hair, etc., for any health problems; inspects residents' rooms for cleanliness and comfort and may help with the cleaning, scrubbing, and dusting of rooms; checks condition of residents' clothing and orders new clothes when needed; orders drugs, supplies, and equipment needed for proper health care; accompanies residents on doctors' appointments, state facilities, and on shopping trips; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of nursing theory and practice; ability to understand and follow oral and written instructions of professional and technical nature; ability to transmit instructions to subordinates in detail; ability to deal with residents sympathetically and tactfully while performing duties; ability to establish and maintain working relationships with patients, families, physicians, and employees; ability to observe and report on residents' progress; ability to act calmly and quickly in emergency situations.

Minimum Education, Training, and Experience. Graduation from high school or GED equivalency and graduation from an approved school of nursing or completion of an approved course in practical nursing.

Required Special Qualifications. Possession of, or ability to obtain at the time of appointment, certification as a Licensed Practical Nurse or Registered Nurse under Iowa laws.

## ATTENDANT SUPERVISOR

### DEFINITION

Under direction, acts as the lead worker in supervising and assisting in the work of a small group of Attendants; performs basic resident care activities and related non-professional services in caring for the special needs, comfort, and well being of the residents of the county care facility.

### DUTIES

Performs all duties described in the Attendant job description; assists Attendants in the performance of their work and assures that they carry out their assigned duties; may accompany residents on appointments to the doctor and on shopping trips; insures that residents are properly groomed and dressed; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the procedural requirements of cleanliness and resident care normally expected in a care facility; ability to understand and follow written and oral instructions; ability to deal with residents sympathetically and tactfully while carrying out duties; ability to act quickly and calmly in an emergency situation; ability to observe and report on residents' progress; ability to supervise the work of Attendants; ability to establish and maintain effective working relationship with residents, fellow employees, and the public; ability to assist nursing personnel in providing total resident care.

Minimum Education, Training, and Experience. Two (2) years of experience administering to the needs of the residents of a care facility; (OR) any equivalent combination of experience and training.

Required Special Qualifications. Pass annual physical examination.

## ATTENDANT

### DEFINITION

Under general supervision, performs basic resident care activities and related non-professional services in caring for the personal needs, comfort, and well-being of the residents of the county care facility.

### DUTIES

Assists residents in dressing, undressing, and bathing; assists residents in taking care of their personal hygiene needs; checks on residents during residents' sleeping hours; dispenses prescribed and measured dosages of medication to residents; encourages resident participation in activities and therapeutic programs; changes residents' bed linens; moves furniture to allow scrubbing of floors; assists residents in keeping their rooms and personal belongings in order; assists residents with meals by serving food and helping individual residents with their food; cleans and sanitizes bathrooms and bathroom fixtures; observes and reports any changes in residents' behavior or attitude to the Attendant Supervisor or Nurse; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Some knowledge of the procedural requirements of cleanliness and resident care normally expected in a care facility; ability and willingness to perform routine housekeeping work and to attend to the personal needs of the physically and mentally ill; ability to act quickly and calmly in an emergency situation; ability to understand and follow oral and written instructions; ability to demonstrate compassion for physically and mentally ill residents and treat them with tact and courtesy; ability to develop and maintain effective working relationships with the facility's employees, residents, and the public; ability to assist professional nursing personnel in providing total resident care.

Minimum Education, Training, and Experience. None.

Required Special Qualifications. Pass annual physical examination.

## ACTIVITIES COORDINATOR

### DEFINITION

Under direction, organizes and leads all educational and recreational activities for the residents of the county care facility.

### DUTIES

Assesses abilities and interests of residents through observation and knowledge of geriatric and retarded residents and accordingly plans recreational activities which will provide the greatest amount of resident participation and therapeutic value; provides residents with materials, demonstrates methods, encourages participation, and assists residents in activities; plans and organizes parties, movies, concerts, and short trips for residents; posts planned activities in advance and encourages participation; engages speakers and performers and contacts libraries, garden clubs, civic groups, and art and music groups as potential sources of activities and volunteers; plans, directs, and participates in outdoor activities such as picnics, trips, walks, and family parties; maintains data on residents' contacts, reactions, and capacity to participate in various activities; consults with Administrator, Nurse, psychiatrists, psychologists, and other professionals to evaluate the performance and progress of residents; participates in the planning and budgeting for new equipment and supplies; holds periodic meetings with Assistant Activities Coordinator to determine work goals, plan activities, and evaluate performance; escorts residents on shopping trips and doctors appointments; provides reality orientation for residents; assists in scheduling and coordinating the residents' work program; manages the residents' earnings and personal savings accounts; performs other duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Thorough knowledge of available resident activities; knowledge of educational, recreational, and therapeutic needs of geriatric and retarded residents; knowledge of games, crafts, and other activities suitable for such residents; ability to exercise initiative and good judgment in adopting programs to the needs of individual residents or to a group of residents; ability to work with residents, Administrator, Attendants, and the public; ability to recruit volunteers by being familiar with the community and its resources; ability to plan and coordinate activities; ability to observe residents and note their reactions and attitudinal changes.

Minimum Education, Training, and Experience. Considerable experience as a recreation leader or group recreation worker; (OR) some education beyond high school in recreation, education, or a related field.

## ASSISTANT ACTIVITIES COORDINATOR

### DEFINITION

Under general supervision, assists in the planning and implementing of educational and recreational activities for the residents of the county care facility.

### DUTIES

Assists the Activities Coordinator in planning educational and recreational activities which will involve the greatest number of residents and meet their therapeutic needs; helps organize and participates in activities such as movies, music concerts, guest speakers and performers, parties, and short trips; meets with Activities Coordinator to plan activities and evaluate performance; reads and writes letters and runs errands for the residents; attempts to motivate residents to participate in activities; leads residents in arts and crafts activities; escorts residents to doctor's office and on other trips; maintains records of observations of the reactions and progress of residents; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of games, crafts, and other activities suitable for the residents of a health care facility; ability to work with and motivate residents having limited capacities and a variety of ailments; ability to observe residents and note changes in behavior and attitudes; ability to maintain a working relationship with Activities Coordinator and residents; skill in performing craft activities, such as art, hobbies, sewing, and related activities.

Minimum Education, Training, and Experience. Some experience in recreational leadership activities; (OR) some education beyond high school in recreation, education, or a related field.

## COOK SUPERVISOR

### DEFINITION

Under direction, supervises a staff of Cooks and resident helpers in the preparation of food and the efficient operation of the kitchen and dining areas.

### DUTIES

Supervises and assists in the preparation of food for consumption at the county care facility; performs duties as defined by the Cook job description; prepares special menus to meet the special dietary needs of the residents; schedules Cooks and resident helpers to insure that all shifts are adequately staffed; instructs Cooks and resident helpers in the proper performance of their duties; orders food supplies from wholesalers and suppliers; adapts standard recipes to meet the needs of varying numbers of people; supervises and assists in the cleaning of kitchen and dining area utensils and equipment; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the materials, methods, and equipment used in preparing food in large quantities; knowledge of the health hazards involved in food preparation and of necessary precautionary measures; knowledge of the special diets required by residents; ability to supervise and work with Cooks and resident helpers; ability to prepare menus which will meet the dietary needs of the residents; ability to adapt standard recipes to meet the needs of varying numbers of people; ability to work while standing for extended periods.

Minimum Education, Training, and Experience. Two (2) years of experience in institutional or commercial food preparation; (OR) any equivalent combination of education and experience.

Required Special Qualifications. Pass annual physical examination.

## COOK

### DEFINITION

Under general supervision, prepares foods from written menus and work sheets; prepares, seasons, and cooks soups, meats, vegetables, desserts, and other food stuffs for consumption; performs routine cleaning of kitchen facilities; performs related work as required.

### DUTIES

Reads menu to estimate food requirements and procures food from storage; measures and mixes ingredients according to recipes using a variety of utensils and equipment such as blenders, mixers, grinders, slicers, toasters, and steam cookers; prepares salads, soups, gravies, desserts, sauces, and casseroles; bakes, roasts, broils, and steams meat, fish, fowl, vegetables, and other foods; adds seasonings to foods during mixing or cooking according to menu and experience; observes and tests foods being cooked by tasting, smelling, and piercing with fork to determine degree of doneness; washes, peels, cuts, and shreds vegetables and fruits; bakes bread, rolls, cakes, and pastries; serves the meals to the residents; instructs the resident kitchen help in the performance of their duties; participates in the work of cleaning cooking equipment, kitchen, and refrigerators.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the materials, methods, and equipment used in preparing food on a large scale; knowledge of health hazards in food preparation and of necessary precautionary measures; some knowledge of the various types of diets required by the residents; ability to work from written menus and standard recipes; ability to operate standard cooking equipment and to use kitchen cooking utensils for large scale food preparation; ability to work while standing for extended periods.

Minimum Education, Training, and Experience. Some experience in institutional or commercial cooking.

Required Special Qualifications. Pass annual physical examination.

## LAUNDRY SUPERVISOR

### DEFINITION

Under direction, supervises and participates in the duties associated with laundry and linen care and the cleaning of the work area.

### DUTIES

Observes, analyzes, and plans procedures for the routine tasks involved in receiving, washing, ironing, and delivering laundry and linens to the residents of the county care facility; instructs other laundry employees in the proper performance of their work; supervises and reviews the work of all laundry employees; requisitions commercial laundry detergents, bleaches, starches, and other laundry supplies; performs all of the duties as described under the Laundry Aide job description; mends all torn linen and articles of clothing; cleans laundry equipment and laundry room; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities and Skills. Considerable knowledge of large-scale laundry methods, practices, and equipment; knowledge of health and safety factors and of precautionary measures required in an institutional laundry; skill in operation of all laundry equipment.

Minimum Education, Training and Experience. Two (2) years of experience in commercial or institutional laundry work; (OR) any equivalent combination of commercial laundry training and experience.

Required Special Qualifications. Pass annual physical examination.

## LAUNDRY AIDE

### DEFINITION

Under immediate supervision, performs routine laundry and linen care duties and operates the necessary laundry machines.

### DUTIES

Sorts soiled bedding, linen, gowns, and other laundry to be washed; determines proper time and temperature requirements for the articles to be laundered; fills the washing machine with soiled laundry, fills machine with water of the appropriate temperature, and adds proper amounts of detergent, bleach, and other materials to be used following established rules and directions; observes machine during operation making necessary adjustments; removes laundry from washing machine; runs laundry through extractor and places in dryer, selecting proper temperatures; removes laundry from dryer and assists resident laundry helpers in ironing appropriate items; folds and stacks all general use linens and folds or hangs all clothing, sorted for delivery to residents' rooms; delivers linen to the appropriate floors and clothing to appropriate rooms; spots torn linen and clothing and performs the necessary mending; cleans washing area and machinery used daily; reports malfunctioning equipment to supervisor; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to understand and carry out written and oral instructions; ability to learn the operation of standard commercial laundry equipment; ability and willingness to work in a hot, humid environment.

Minimum Education, Training, and Experience. None.

Required Special Qualifications. Pass annual physical examination.

## HOUSEKEEPING SUPERVISOR

### DEFINITION

Under direction, supervises and assists staff of Housekeepers in the performance of housekeeping duties including cleaning floors, furniture, fixtures, and the premises.

### DUTIES

Observes, analyzes, revises, and plans procedures for the routine tasks involved in the housekeeping duties at the county care facility; assigns work areas for each employee on a rotating basis; inspects facility to determine if cleaning needs are being adequately met; instructs workers in the proper methods of performing their duties; requisitions all cleaning supplies; examines reports of improper cleaning and inspects areas in question; makes recommendations on cleaning policies and procedures; performs when necessary, the tasks as outlined by the Housekeeping job description; performs related duties as required.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of cleaning materials, methods, equipment, and procedures; ability to supervise and work with a staff of Housekeepers and the residents; ability to perform light to moderately heavy cleaning duties.

Minimum Education, Training, and Experience. Two (2) years of experience performing housekeeping duties in commercial or institutional setting.

Required Special Qualifications. Pass annual physical examination.

## HOUSEKEEPER

### DEFINITION

Under general supervision, performs routine housekeeping duties including cleaning of floors, furniture, fixtures, and premises; performs related work as required.

### DUTIES

Sweeps, mops, and waxes floors; dusts and cleans furniture and fixtures; cleans and sanitizes all bathroom fixtures; vacuums rugs and carpets; empties waste baskets and trash receptacles; cleans and polishes mirrors and metal fixtures; washes windows and window sills; cleans closets and cupboards; scrubs doors and walls; washes and sanitizes all door knobs and grip rails; operates and maintains all equipment necessary for the performance of duties; distributes paper towels, toilet tissue, and soap as needed; performs other cleaning duties as needed.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Some knowledge of cleaning materials, methods, equipment, and procedures; ability to understand and follow written and oral instructions; ability to perform light to moderately heavy cleaning duties; ability to maintain respect for residents and their belongings; ability to exercise care for the safety of residents and staff at all times during performance of duties.

Minimum Education, Training, and Experience. None.

Required Special Qualifications. Pass annual physical examination.

## CHIEF DEPUTY

### DEFINITION

Under direction, assists in the planning, supervision, and administration of the County Sheriff's Department, performs related work as required.

### DUTIES

Helps the Sheriff determine work schedules and makes assignment changes when absences occur; helps the Sheriff establish and implement departmental policies and procedures; reviews qualifications of job applicants and makes recommendations about their suitability for employment; inspects all equipment to insure it is properly maintained, initiates repair orders when necessary; assists, instructs, and gives advice to junior Patrol Deputies; transports prisoners to State institutions, to court, and to medical appointments; is available for patrol duty or criminal investigation when staff shortages or emergencies occur; acts for the Sheriff in his absence.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the principals of modern law enforcement and administration; knowledge of proper and effective methods of deploying law officers in accordance with actual and anticipated emergencies; knowledge of criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators; ability to analyze and interpret law enforcement problems and criminal evidence; ability to instruct and advise subordinates in all phases of law enforcement and departmental procedures; ability to plan, assign, and coordinate the work of a number of subordinate law enforcement officers; ability to establish and maintain effective public relations; skill in the use and care of firearms.

Minimum Education, Training, and Experience. Graduation from high school or G.E. D. equivalency, successful completion of the required Civil Service examination, certification by the Iowa Law Enforcement Academy, and six (6) years of law enforcement experience.

Required Special Qualifications. Must be bondable, and possess a valid Iowa driver's license.

## CRIMINAL INVESTIGATOR

### DEFINITION

Under direction, performs skilled law enforcement work in the investigation of alleged criminal offenses; performs related work as required.

### DUTIES

Investigates criminal activity such as assault, manslaughter, theft, property damage, and breaking and entering; visits the crime scene, interviews victim and witnesses, interrogates suspects; searches for physical evidence, secures and preserves evidence; performs as undercover agent, arranging and maintaining surveillance and stakeouts; seeks and develops sources of information; apprehends and arrests person or persons suspected of crime; recovers and impounds stolen property; keeps records of investigations and prepares reports of work progress; appears in court to present evidence and testimony; cooperates with other law enforcement agencies in criminal investigation; acts as the supervising officer at the scene of a major crime to assign the other officers to specific duties, insure that evidence is properly secured, and to see that notes, descriptions, measurements and photographs have been properly taken.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the principles, practices, and methods employed in crime detection and criminal investigation; knowledge of departmental procedures, rules and regulations, and of the limitations on departmental authority; knowledge of pertinent federal, state and local laws, with emphasis on apprehension, arrest, admissible evidence, and prosecution procedures; ability to obtain information through interviews, interrogation, and observation; ability to observe situations analytically and objectively and to remember names, faces, and details; ability to think quickly and act effectively in emergencies; ability to collect evidence and prepare clear and concise reports; ability to deal tactfully and effectively with the public; ability to understand and execute difficult oral and written instruction; skill in the care and use of firearms and various pieces of crime detection equipment.

Minimum Education, Training, and Experience. Graduation from high school or G.E.D. equivalency, the successful completion of the required Civil Service examination, certification by the Iowa Law Enforcement Academy, and five (5) years of experience as a law enforcement officer.

Required Special Qualifications. Must be bondable and able to pass physical examination, and possess a valid Iowa driver's license.

## PATROL DEPUTY I

### DEFINITION

Under general supervision, performs law enforcement, crime prevention and traffic control work involving the investigation of offenses by adults and juveniles, the search for fugitives, and response to accident scenes; performs related work as required.

### DUTIES

Patrols assigned areas in a radio cruiser for the protection of life and property; enforces county ordinances and federal and state laws employing independent judgment within administrative guidelines and legal requirements; performs regular security checks of commercial and residential areas; responds to family disturbance calls and takes required action; provides traffic control and first-aid to victims at traffic accident scenes; investigates motor vehicle accidents; arrests or assists in the arrest of suspect; assists local and other law enforcement agencies in their activities; appears in court to give testimony; protects and serves the people within the county.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to acquire knowledge of laws and regulations and to learn investigative procedures; ability to act in emergency situations with firmness, tact, courtesy, and respect for the rights of others; ability to communicate with all kinds of people in a tactful and diplomatic manner in order to establish rapport; ability to perform under stress and maintain equanimity in the face of danger or resistance; ability to gather and evaluate evidence; ability to learn the geography and road system of the county; ability to understand and follow written and oral instructions; ability to speak and write effectively; ability to develop skill in the use and care of firearms.

Minimum Education, Training, and Experience. Graduate from high school or G.E.D. equivalency, and the successful completion of the required Civil Service examination, and the ability to meet the requirements of a law enforcement officer established by the Iowa Law Enforcement Academy (specified in Chapters 1 and 2 of the Law Enforcement Academy Section of the Iowa Departmental Rules.)

Required Special Qualification. Must be bondable, able to pass a physical examination, and possess a valid Iowa driver's license.

## PATROL DEPUTY II

### DEFINITION

Under direction, performs law enforcement and crime prevention work; assists in the supervision of patrol activities or performs special duties of comparable responsibility; may act for superiors in their absence; performs related work as required.

### DUTIES

Performs all duties of the Patrol Deputy I with a greater emphasis on criminal investigations; gives advice and assistance to junior officers when necessary; acts as lead or senior officer during investigations or arrests.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of modern law enforcement practices and methods; knowledge of controlling laws and ordinances, particularly the laws of arrest and evidence; knowledge of the geography of the county; considerable knowledge of civil proceedings and civil law; ability to act and direct the action of subordinates in emergency situations with firmness, tact, courtesy, and respect for the rights of others; ability to analyze situations quickly and objectively to determine proper courses of action to be taken, often without the advice or immediate supervision of a superior; ability to speak and write effectively; skill in the use and care of firearms.

Minimum Education, Training, and Experience. Graduation from high school or G.E.D. equivalency, and the successful completion of the required Civil Service examination, and the ability to meet the requirements of a law enforcement officer established by the Iowa Law Enforcement Academy (specified in Chapters 1 and 2 of the Law Enforcement Academy section of the Iowa Departmental Rules), and four (4) years of experience as a law enforcement officer.

Required Special Qualifications. Must be bondable, able to pass a physical examination, and possess a valid Iowa driver's license.

## CIVIL DEPUTY

### DEFINITION

Under general supervision, makes service of all legal papers issued by the County Sheriff's Office; performs related work as required.

### DUTIES

Serves legal papers emanating from the Sheriff's office including subpoenas, complaints, summonses, writs of attachment, writs of execution, and writs of restitution; verifies address on legal papers through investigative work at the post office; attempts to locate people with unknown address by checking for previous places of employment and using any other means available for locating the person; processes paper work on returns of service, garnishments, and attachments; travels to the person's residence and hand delivers legal papers to the designated recipient; presides at Sheriff's sales; performs duties of a Patrol Deputy as needed.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to acquire knowledge of laws and procedures governing the service of legal papers; ability to act in stressful encounters with firmness, tact, courtesy, and respect for the rights of others; ability to communicate with all kinds of people; ability to perform under stress and maintain equanimity in the face of danger or resistance; ability to learn the geography and road system of the county; ability to understand and follow written and oral instructions; ability to speak and write effectively; skill in the use and care of firearms.

Minimum Education, Training, and Experience. Graduation from high school or G.E.D. equivalence, successful completion of the required Civil Service examination, and the ability to meet the requirements for a law enforcement officer established by the Iowa Law Enforcement Academy.

Required Special Qualifications. Must be bondable, able to pass a physical examination, and possess a valid Iowa Driver's license.

## CLERK/DISPATCHER

### DEFINITION

Under general supervision, performs varied clerical duties in the maintenance of the Sheriff's Department's records; has primary responsibilities for monitoring and operating the Department's communication equipment during the day shift; performs related work as required.

### DUTIES

Greets all people entering the jail to determine their needs or to supply information to them; types garnishments, levies, gun permits, temporary licenses and other papers; determines and records charges for various licenses, permits, and service fees; enters and posts activities and fees into the various Sheriff's ledgers; monitors various radio frequencies such as those used by the city police and state police; receives, transmits and routes messages to law enforcement personnel or emergency units; receives complaints and requests from the public concerning crimes and emergencies; broadcasts orders to radio patrol units to investigate complaints; maintains a log of radio and telephone messages; escorts female prisoners to and from the courthouse.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the Sheriff's office procedures, practices, and policies; good knowledge of local streets, highways, and country roads; ability to understand and carry out moderately complex written and oral instructions; ability to make routine decisions in accordance with laws, rules, and regulations; ability to maintain records and prepare reports from such records; ability to think clearly and act effectively in emergency situations; skill in the care and operation of all the Sheriff's communication equipment.

Minimum Education, Training, and Experience. Two (2) years experience in varied and responsible clerical work, with one (1) year of the experience in an area closely related to law enforcement.

## CHIEF JAILER

### DEFINITION

Under general supervision, supervises and trains a small group of Jailers; guards prisoners in the County jail, acts as a radio dispatcher, and performs moderately complex clerical work; performs related work as required.

### DUTIES

Performs all duties described for the Jailer; trains, instructs and supervises subordinate employees; enters and posts activities and fees from civil papers into the various Sheriff's Department ledgers; maintains arrest records and jail logs.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to maintain effective discipline in the jail; ability to train and supervise subordinates; ability to implement written and oral instructions; ability to use sound judgement in dealing with prisoners and visitors to the facility; ability to accurately and orderly maintain clerical records; knowledge of the geography and road system of the jurisdiction; skill in the operation of the jail's communication equipment.

Minimum Education, Training, and Experience. Graduation from high school or G.E.D. equivalency and one (1) year of experience as a Jailer, (OR) three (3) years of experience as a Jailer.

## JAILER

### DEFINITION

Under general supervision, guards prisoners in the county jail, assuming responsibility for all needs of the prisoners during detention; acts as the radio dispatcher during the evening, night, and weekend shifts; performs related work as required.

### DUTIES

Locks prisoners in cell and releases them when necessary; admits visitors to jail and arranges for prisoners to confer with visitors and attorneys; receives new prisoners by searching, completing arrest cards and taking photographs and fingerprints; serves meals and distributes mail to prisoners; dispenses supplies to incoming prisoners; operates radio console, telephone, and related communication equipment during the evening and night shift and during weekends; receives, transmits, and routes messages to law enforcement personnel or emergency units in accordance with prescribed procedures; types a log of shift activities; performs custodial duties in the jail and office; performs related clerical and office duties as needed.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to maintain effective discipline in the jail; ability to implement written and oral instructions; ability to use sound judgment in dealing with prisoners and visitors to the facility; ability to learn the geography and road system of the jurisdiction; ability to learn the operation of the radio unit and other communication equipment.

Minimum Education Training and Experience. None.

## MATRON

### DEFINITION

Under direction, provides for the protection and supervision of all female prisoners in the County Jail; prepares meals for all prisoners in the county jail; performs related work as required.

### DUTIES

Supervises the booking, fingerprinting, and photographing of female prisoners; searches female prisoners and takes them to their cells; inventories and records female prisoners' personal property; escorts female prisoners to court, medical facilities, or penal or mental institutions; oversees their phone calls and visitations; serves meals and issues supplies to female prisoners; performs regular personal checks and maintains constant audio surveillance of female prisoners; prepares meals three times a day for all jail prisoners.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to learn the operating procedures and policies of the Sheriff's Department; ability to enforce rules, regulations, and disciplinary measures with firmness and impartiality; ability to perform work requiring considerable physical strength; ability to keep routine records and reports; ability to exercise good judgement during emergency or stressful situations.

Minimum Education, Training, and Experience. None

## BAILIFF

### DEFINITION

Under general supervision, performs clerical duties in the administration of the district court, associate district court, or magistrate's court; provides security for the courtroom; performs related work as required.

### DUTIES

Opens court by announcing entrance of the judge; seats witnesses and jurors in specific areas of the courtroom; ejects or arrests individuals disturbing proceedings; escorts jurors to the jury room and ensures that they are not interfered with; receives, identifies by code or other mark, and maintains custody of material admitted as evidence; prepares a variety of documents at the direction of the judge; serves summonses and subpoenas upon individuals whose appearance in court is required; performs a variety of related clerical duties; accompanies prisoners to and from the jail.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Basic knowledge of judicial proceedings; ability to manage a variety of material with efficiency and accuracy following a designated system; ability to maintain clerical records; ability to establish and maintain an effective working relationship with judges, attorneys, sheriff's department personnel, and the public in general.

Minimum Education, Training, and Experience. Some clerical experience or other related experience providing familiarity with court proceedings.

## PARKS SUPERVISOR

### DEFINITION

Under direction, supervises the field and office operations of the county park system; performs related work as required.

### DUTIES

Supervises and inspects the overall operation and maintenance of all county parks; prepares the annual budget for park operation and maintenance; develops plans for future park development keeping in mind existing facilities and projected needs; approves expenditures and claims relating to park operations; prepares annual performance and activity reports; instructs subordinates in the proper performance of their tasks; may assist in the maintenance and repair of county parks and park facilities; develops long-range plans for the management of park wildlife and wildlife habitat.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Thorough knowledge of the principles and practices of parks and wildlife management; knowledge of current trends and developments in the field of parks management; knowledge of county and State laws and regulations pertaining to park activities and operations; ability to enforce all laws and regulations as necessary; ability to operate all equipment associated with the maintenance and repair of parks and park facilities; ability to plan, assign, and supervise the work of subordinates; ability to prepare written reports; ability to establish and maintain working relationships with employees, the public, and State and county officials.

Minimum Education, Training, and Experience. Five (5) years of progressively responsible experience in park maintenance and management work.

## PARK OFFICER

### DEFINITION

Under general supervision, manages and assists in the maintenance of county parks and park facilities; performs related work as required.

### DUTIES

Plans and assists in the maintenance and repair of park buildings, tables, tools, and equipment; plans and develops the grounds, trails, roads, rest rooms, and water systems; prepares work schedules and supervises the work of park employees; plans for the management of wildlife and wildlife habitat; provides information to park visitors concerning park use, facilities, rules, and regulations; collects park camping fees; patrols park for detection of fire, compliance with park rules and State conservation laws, and to assure the safety and welfare of park visitors; performs maintenance of all equipment used; plants and maintains trees and shrubbery; maintains records of park use and attendance.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to operate manual tools and equipment involved with park maintenance; knowledge of the practices and principles of park and wildlife management; ability to perform manual labor for extended periods in adverse weather; ability to plan and supervise the work of others; ability to establish and maintain effective relationships with employees and the public; ability to maintain records and make simple reports.

Minimum Education, Training, and Experience. Two (2) years of experience in general park maintenance work involving public contact and equipment operation.

## PARKS PROJECT COORDINATOR

### DEFINITION

Under general supervision, plans and develops conservation and wildlife management programs and projects for the orderly growth and improvement of the county park system; performs related work as required.

### DUTIES

Designs comprehensive plans for the conservation of land, vegetation, and wildlife within the county park system; based on knowledge of existing facilities and projected facility needs, prepares comprehensive plans for the orderly development of county parks and park facilities; develops environmental education programs to inform the public of conservation needs, practices, and county projects; performs promotional activities to encourage public interest in the use of county parks; assists in the maintenance and repair of county parks and park facilities.

### ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the principles and practices of park and wildlife management; knowledge of current trends and developments in the field of wildlife management; ability to competently communicate ideas in both oral and written forms; ability to establish and maintain working relationships with employees, the public, and State and county officials; ability to operate equipment associated with the maintenance and repair of parks and park facilities.

Minimum Education, Training, and Experience. Two (2) years of experience in wildlife management and some experience in general park maintenance work involving contact with the public.

