

STATE OF IOWA

Office for Planning and Programming

PROPOSED JOB DESCRIPTIONS

AND

PERSONNEL POLICIES

FOR

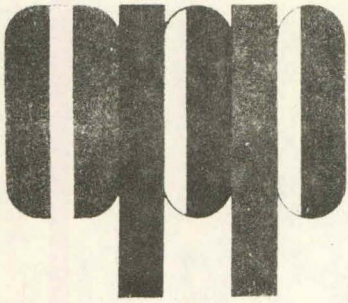
DALLAS COUNTY

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Date May 28, 1976

State Office for Planning and Programming Division of Municipal Affairs.

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STATE OF IOWA

Office for Planning and Programming

523 East 12th Street, Des Moines, Iowa 50319 Telephone 515/281-3711

ROBERT D. RAY
Governor

May 28, 1976

ROBERT F. TYSON
Director

The Board of Supervisors
Dallas County
Adel, Iowa

Gentlemen:

We are pleased to submit our report, Proposed Job Descriptions And Personnel Policies For Dallas County, and we hope it will be of value to you in dealing with your employee relations program.

We would like to emphasize that nothing presented within this report is to be construed as having the effect of law. The report is comprised of proposals and we hope you will review them and make any changes that will make the material more closely suit your needs. However, we do think this material can be very useful to you and we hope you will give it careful consideration and take the necessary steps for adoption and implementation.

The study was conducted by David C. Mueller and myself and we would like to take this opportunity to express our appreciation for the cooperation and help we received from all of the Dallas County employees. Although this report represents an end to our active involvement with Dallas County, we will remain available to explain or expound upon any proposals the Board may have questions about. If you desire, feel free to contact us and we will arrange another meeting to discuss this report.

Sincerely,

Patrick J. Gilles
Assistant Administrator
Local Government Personnel Service Center

PJG/pc

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A PROPOSAL FOR DALLAS COUNTY

Historical Perspective:

In April of 1974, the Dallas 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 job descriptions and personnel policies which were to be obtained from a study of Dallas County employees and employment practices. Due to a backlog of projects, this study was not begun until April of 1976. At that time, a newly constituted Board of Supervisors again endorsed the need for job descriptions and personnel policies and this document is the end result of the study that was conducted.

The Need For Written Personnel Policies And Job Descriptions:

In order that the reader may fully understand the uses and limitations of job descriptions and personnel policies, 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 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.

Written personnel policies should be adopted and distributed to all current employees as well as being made available to new employees when they start their jobs.

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. 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. Job descriptions are descriptive and not limiting. 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.

DALLAS COUNTY PERSONNEL POLICIES

NON DISCRIMINATION

No appointment to nor termination from employment with Dallas 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 Dallas County to carry on such recruitment programs as necessary to seek out and secure the most qualified individuals to apply for positions at all levels of County 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 bi-monthly to secondary roads employees and monthly to other County employees.

The Board of Supervisors must approve all requests for advances in pay.

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.

USE OF PRIVATE AUTOMOBILES

If a County employee is required to use private transportation to fulfill the job requirements of employment by the County, a mileage allowance of \$.15 per mile is authorized for all trips approved by department heads.

EMERGENCY EMPLOYMENT

In an emergency situation, or when the required employment is not expected to exceed ten (10) days, department heads may be authorized to employ the personnel needed to continue necessary County services.

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. They 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. They 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, 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 Blue Cross-Blue Shield Insurance, including major medical, effective on the established premium date. Family coverage may be obtained by the employee paying for the added cost. The County will also purchase a \$2,000 life insurance policy for every full-time employee. Special cancer insurance is available through a county group policy if the employee wishes to pay the premium cost.

RETIREMENT

Normal retirement age shall be 65, but this may be extended for an individual 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

All probationary employees shall be granted twelve (12) days of sick leave when hired. They shall not accumulate more sick leave until they have been employed one (1) year, at which time sick leave will be earned at the rate of two and one-half (2½) days per month to a total of thirty (30) working days per year with a maximum accumulation of 90 working days. For absences of three (3) or more continuous days a doctor's signature may be required. Sick leave may not be used as vacation.

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, 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 a paid leave of absence for a period of up to five (5) 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 civic employment for the period of active state or federal service, without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

CAUSE FOR DISCHARGE, SUSPENSION, OR DEMOTION

Any 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.

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 Dallas 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 Supervisors 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 six (6) months (Sheriff's Deputies- 1 year). 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.

HOURS OF WORK

Normal working hours are from 8:30 a.m. to 4:30 p.m. for County employees, with a one hour lunch period. 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 require individualized scheduling. Your immediate supervisor will inform you what hours you are to work.

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, five work days per year; after two (2) years of employment, ten work days per year; after ten (10) years of employment, fifteen work days per year. and after twenty (20) years of employment, twenty work days per year. In every case vacation shall be taken during the year after it is earned.

HOLIDAYS

The following shall be holidays for Dallas County employees: New Year's Day, Memorial Day, Independence Day, Labor Day, Lincoln's Birthday, Washington's Birthday, Veterans' Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day.

County offices will not be closed on Good Friday; however, employees will be allowed to attend church services. Equal consideration will be given to all faiths as their religious holidays occur during the 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 shall be entitled to an additional day's vacation. Personnel of the Sheriff's Department and County Care Facility who are required to work on holidays, shall be entitled to an additional day of vacation time for each holiday worked.

Any employee shall forfeit the right to payment for any holiday if they have 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 employees every six months to coincide with budget submission dates. It is recommended that department heads review the evaluation with the employee.

All evaluation records will be confidential.

JOB TITLE INDEX

<u>Class Code</u>	<u>Proposed Class Title</u>	<u>Old Title</u>	<u>Incumbent's Name</u>
<u>Clerical, Fiscal and Custodial</u>			
0001	Clerk I	Clerk	Dorothy Walston
	Clerk I	Clerk	Judy Loynachan
0002	Clerk II	Clerk	Marilyn Conaway
	Clerk II	Clerk	Rae Ann Codner
	Clerk II	Clerk	Barbara Keller
	Clerk II	Clerk	Jackie Orton
	Clerk II	Clerk	Patricia Slatten
	Clerk II	Clerk	Sandra Madren
	Clerk II	Clerk	Marguerite West
	Clerk II	Clerk-Typist	Margaret Taylor
	Clerk II	Clerk-Typist	Donna Wright
	Clerk II	Clerk-Typist	Margaret Gowin
	Clerk II	Clerk-Typist	Marilyn Keltner
0003	Clerk III	Deputy	Beverly Penn
	Clerk III	Deputy	Marleta Bever
	Clerk III	Deputy	Betty Jerome
	Clerk III	Deputy	Eleanor Myers
	Clerk III	Deputy	Carmen Sehman
0004	Key Punch Operator	Deputy	Patricia Knoll
0005	Accounting Clerk I	Clerk	Ellen Bruett
0006	Accounting Clerk II	N/A	Vacant
	Accounting Clerk II	Deputy	Irene Chapman
	Accounting Clerk II	Deputy	Fannie Keller
0007	Income Maintenance Worker	Office Manager	Sharon DeCamp
		County Relief & Food Stamp Admin.	Wanda Kinney
0008	Custodian	Custodian	Verle Wicks
<u>Law Enforcement</u>			
0101	Clerk/Dispatcher I	Radio Dispatcher	Cynthia Glenn
	Clerk/Dispatcher I	Radio Dispatcher	Jean Branam
	Clerk/Dispatcher I	Radio Dispatcher	Marilan Dupuy
	Clerk/Dispatcher I	Radio Dispatcher	Rosa Wicks
0102	Clerk/Dispatcher II	Radio Dispatcher	Carolyn Cooley
0103	Deputy Sheriff I	Deputy	Lee Struble
	Deputy Sheriff I	Deputy	Arnold Beaman
0104	Deputy Sheriff II	Deputy	Tom Kinkennon
	Deputy Sheriff II	Deputy	Jerry Tiedeman

<u>Class Code</u>	<u>Proposed Class Title</u>	<u>Old Title</u>	<u>Incumbent's Name</u>
<u>Ambulance Service</u>			
0201	Emergency Medical Technician-Ambulance	Emergency Medical Technician-Ambulance	Mark Cummings
	EMT-A	EMT-A	Rick Ridihalgh
	EMT-A	EMT-A	Allen Bridgewater
	EMT-A	EMT-A	Larry Rossman
	EMT-A	EMT-A	Edwin Henry
	EMT-A	EMT-A	Daniel Northup
	EMT-A	EMT-A	Joe Ruggle
0202	Senior EMT-A	Ambulance Coordinator	Keith Heenan
	Senior EMT-A	Senior EMT-A	Art Johnson
0203	Ambulance Service Director	Ambulance Service Director	Robert Peterson
<u>Health Services</u>			
0301	Nurse	LPN	Meta Blood
	Nurse	LPN	Margaret Gittins
0302	Attendant	Nurse's Aide	Naomi Bever
	Attendant	Nurse's Aide	Mildred Lenze
	Attendant	Nurse's Aide	Dorothy Crawl
	Attendant	Nurse's Aide	Cora Burgess
0303	Night Attendant	Night Aide	Verla Graham
	Night Attendant	Night Attendant	Carl Graham
0304	Attendant Supervisor	Chief Housekeeping Aide	Shirley Trapp
0305	Cook	Cook	Cora Plymesser
0306	Cook Manager	Cook Manager	Lena Hougham
0307	Farm Manager	Farm Manager	Harry Bice
<u>Engineering And Road Maintenance</u>			
0401	Assistant to the County Engineer	Assistant to the County Engineer	Rex Rogers
0402	Engineering Technician	Engineering Technician	Larry Penn
0403	Inspector	Construction Inspector	Harold Smith
0404	Mechanic I	Mechanic	Steve Strand
0405	Mechanic II	Asst. Shop Foreman	Murray Stucker
0406	Shop Foreman	Shop Foreman	Bill Valentine
0407	Maintenance Superintendent	Road Foreman	Hurshel Masengill
0408	Bridge Maintenance Worker	Bridge Crew	Bob Sloan
	Bridge Maintenance Worker	Bridge Crew	Bill Fetty
	Bridge Maintenance Worker	Bridge Crew	Douglas Cook

<u>Class Code</u>	<u>Proposed Class Title</u>	<u>Old Title</u>	<u>Incumbent's Name</u>
0409	Bridge Foreman	Bridge Foreman	Robert Wolf
0410	Tile Worker	Tile Crew	Ernest Husmann
0411	Tile Foreman	Tile Foreman	Paul James
0412	Truck Driver	Truck Driver	Domonic Fiori
	Truck Driver	Truck Driver	Mike Kempf
	Truck Driver	Truck Driver	Jack Loynachan
	Truck Driver	Truck Driver	Harold Arnold
0413	Equipment Operator I	Maintainer Operator	Billie Weddle
	Equipment Operator I	Maintainer Operator	Hearchel Nance
	Equipment Operator I	Maintainer Operator	Robert Allen
	Equipment Operator I	Maintainer Operator	Leslie McGee
	Equipment Operator I	Maintainer Operator	Lowell Mitchell
	Equipment Operator I	Maintainer Operator	Roscoe Miles
	Equipment Operator I	Maintainer Operator	Emmitt Anderson
	Equipment Operator I	Maintainer Operator	Norman Crabb
	Equipment Operator I	Maintainer Operator	Earnest Stump
	Equipment Operator I	Maintainer Operator	Lester Carper
	Equipment Operator I	Maintainer Operator	Harold Anderson
	Equipment Operator I	Maintainer Operator	Larry Wright
	Equipment Operator I	Maintainer Operator	Merle Kinney
0414	Equipment Operator II	Asst. Bridge Foreman	Jerry Jenkins
	Equipment Operator II	Drott Operator	Lloyd Lane
0415	Storekeeper	Storekeeper	L. H. Henderson

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 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; assists the public by answering questions concerning departmental services and regulations and by filling out and processing the necessary forms and records required to obtain the requested services; 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 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 operate key punch machine to transcribe written data to computer acceptable input information; may issue licenses and permits to the general public; may collect various amounts of money; examines applications and forms for completeness and compliance with laws, rules, regulations and standards; makes book-keeping 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 one year of clerical experience demonstrating the ability to perform the duties of this class; (OR) one (1) year 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; may operate key punch machine to transcribe written data to computer acceptable input information; assists the general public by providing information concerning departmental services, policies and regulations; 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.

KEY PUNCH OPERATOR

DEFINITION

Under immediate supervision, operates key punch and/or key tape machines to transcribe written data to machine acceptable input media; may operate related or more complicated equipment; performs clerical work of average difficulty; performs related work as required.

DUTIES

Transcribes data from source material onto punch cards used for accounting, statistical, payroll, and similar purposes; observes machine to detect faulty feeding, positioning, ejecting, duplicating, skipping, or other malfunctions; files tabulating cards and related source materials; selects proper card forms; updates various punch card files; proofreads basic documents for accuracy; may do verifying and operate other related data processing equipment; performs typing incidental to other duties.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the methods and equipment used in producing and verifying machine acceptable media; some knowledge of general office practices and procedures; ability to perform routine key-type operations rapidly and accurately; ability to follow specific written and oral instructions and set procedures to transfer data to machine acceptable media; ability to do clerical work of average difficulty; ability to establish and maintain effective relationships with supervisors and other employees; skill in the operation of key-type machines.

Minimum Education, Experience and Training. Some experience in the operation of key punch and verifier machines; graduation from a standard high school, including or supplemented by training in the operation of key-type machines; or any equivalent combination of experience and training.

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; may operate 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, Training, and Experience. 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.

INCOME MAINTENANCE WORKER

DEFINITION

Under immediate to general supervision, reviews and determines the initial and continuing financial eligibility of candidates for certain categorical public assistance and general relief programs at the county level; performs related work as required.

DUTIES

Interviews applicants and public assistance recipients in the county welfare office, private homes, and other locations to assist them in the completion of the application and declaration forms upon which eligibility for assistance decisions are based; elicits and verifies pertinent information from various sources concerning such items as income, residence, owned property, dependents, employment history, financial resources, and physical or mental disability; reviews applications and declarations for completeness and accuracy; assists applicants and recipients to obtain additional information and to resolve discrepancies; determines eligibility for assistance in accordance with federal and state laws and established policies and procedures; maintains documents and records associated with the eligibility process.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of human behavior; knowledge of current state and local socio-economic conditions and how they relate to assistance programs; knowledge of basic mathematics; ability to learn and develop effective interviewing techniques; ability to perform mathematical computations using addition, subtraction, fractions, decimals, and percentages; ability to speak and write the English language effectively; ability to maintain systematic records; ability to accurately collect, verify and record information from potential or current clients; ability to interpret and apply rules and regulations pertaining to assistance and relief programs; ability to make logical and accurate decisions based on interpretation of program rules and regulations and data obtained from interviews; ability to establish and maintain effective working relationship with employees, clients and the public.

Minimum Education, Training, and Experience. Two years of paid or volunteer public contact work experience obtaining, analyzing and/or evaluating data; (OR) any equivalent combination of education and experience substituting on the basis of the successful completion of thirty semester hours of accredited undergraduate college level coursework for each twelve months of required experience.

Required Special Qualifications. Must successfully complete the Income Maintenance Worker I test given by the Iowa Merit Employment Department.

CUSTODIAN

DEFINITION

Under direction, supervises and participates in the performance of manual work involving cleaning duties in the county courthouse, jail, and welfare building and the maintenance of the courthouse grounds.

DUTIES

Supervises and participates in cleaning of county buildings; sweeps, mops, scrubs, strips, waxes, and polishes floors in hallways, lobbies, offices, etc.; washes sinks, mirrors, and shelves; cleans and sanitizes bathrooms and bathroom fixtures; dusts and washes furniture and fixtures; helps move furniture and other heavy objects; replaces burned-out light bulbs; washes windows and venetian blinds; vacuums carpets and rugs; carries out and disposes of trash and garbage; empties ashtrays and wastebaskets; supervises part-time help and assigns them their duties; operates and monitors the heating plant; performs minor repairs on windows, doors, furniture, fixtures, and other building equipment; mows courthouse lawn, trims trees and shrubbery, and performs other routine yardwork; purchases cleaning supplies and materials needed for the maintenance of the facilities; removes ice and snow from steps and sidewalks; performs related duties as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the materials, methods, equipment, and procedures used in custodial work; knowledge of the use and care of cleaning equipment; ability to perform a variety of routine manual tasks in the care, cleaning, and general maintenance of buildings and equipment; ability to operate building's heating plan.

Minimum Education, Training, and Experience. One (1) year of experience in janitorial or related custodial work.

CLERK/DISPATCHER I

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; performs related work as required.

DUTIES

Types garnishments, levies, gun permits, temporary licenses and other papers; determines and records charges for various licenses, permits, and service fees; maintains files of all the above records; 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; books prisoners; completes arrest cards; collects valuables from prisoners and issues receipts; serves as matron when necessary.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the Sheriff's office procedures, practices, and policies; good knowledge of local streets, highways, and county roads; ability to understand and carry out moderately complex written and oral instructions; ability to make minor 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.

CLERK/DISPATCHER II

DEFINITION

Under direction, supervises and performs varied clerical tasks in the maintenance of the Sheriff's Department's record system; supervises, assigns duties, and answers questions of the jail's clerical staff; monitors and operates the Department's communications equipment; performs related work as required.

DUTIES

Performs all duties of the Clerk/Dispatcher I; assigns duties to and answers questions from the Department's office staff; determines, in conjunction with the Sheriff, the policies and procedures for the Department's recordkeeping system; maintains the Departmental personnel records; checks outgoing and incoming mail.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Thorough knowledge of the Sheriff's office procedures, practices, and policies; good knowledge of local streets, highways and county roads; ability to organize, assign, and supervise the work of subordinates; ability to carry out complex written and oral instructions; ability to make important decisions in accordance with laws, rules, and regulations; ability to maintain complex 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. Four (4) years of varied and responsible clerical work of which two (2) years must have been in an area closely related to law enforcement; (OR) four (4) years of experience as a Clerk/Dispatcher I.

DEPUTY SHERIFF I

DEFINITION

Under general supervision, performs law enforcement and crime prevention work involving the investigation of offenses by adults and juveniles, the search for fugitives, and the serving of legal papers; 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; investigates crimes and questions witnesses, arrests or assists in the arrest of suspects; assists local and other law enforcement agencies in their activities; serves legal papers, including subpoenas, complaints, summonses, and writs of attachment, execution, and restitution; serves warrants and makes arrests, testifies in court; investigates accidents and administers first aid to victims; assists in coroner's investigations; transports prisoners to and from state institutions and court; receives and makes proper disposition of complaints; serves as jailer by receiving new prisoners, locking prisoners in cells and releasing them when necessary, arranging for prisoners to confer with visitors and attorneys, serving meals, and distributing mail and supplies to prisoners; when necessary, operates radio console, telephone, and related communication equipment.

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. 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).

Required Special Qualifications. Must be bondable and able to pass physical examination.

DEPUTY SHERIFF 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 Deputy Sheriff I with proportionately more time spent on criminal investigations and less time spent serving papers; gives advice and assistance to junior officers when necessary; acts as lead or senior officer during investigations or arrests, may act for the Sheriff in his absence.

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 five (5) years of experience as a law enforcement officer.

Required Special Qualifications. Must be bondable and able to pass physical examination.

EMERGENCY MEDICAL TECHNICIAN-AMBULANCE

DEFINITION

Under supervision, drives and maintains a county emergency vehicle and responds to emergency calls to provide care to persons in need and to transport them to a medical facility.

DUTIES

Determines the nature and extent of illness or injury and establishes priority for required emergency care; renders routine and emergency care such as opening and maintaining an airway, giving positive pressure ventilation, cardiac resuscitation, controlling of hemorrhage, treatment of shock, immobilization of fractures, bandaging, assisting in childbirth, management of mentally disturbed patients, and initial care of poison and burn patients; provides light rescue services by extricating entrapped patients; observes the patient enroute to the emergency facility; drives ambulance in routine and emergency situations; maintains vehicle and equipment; receives and records emergency phone calls; relays information concerning charges and insurance claims; processes accounts receivable and may accept payments on bills; maintains quarters and yard; performs related work as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of rescue and emergency treatment procedures and practices; knowledge of the geographical layout of the county and the location of health care facilities; ability to operate emergency and rescue equipment such as oxygen equipment, portable and mounted suctions, heart-lung resuscitators, short wave radio, rescue tools, stethoscopes, and sphygmomanometers; ability to lift heavy patients, sometimes in cramped quarters or up and down flights of stairs; ability to think clearly and rapidly under conditions of urgency; ability to work irregular hours; ability to understand written and oral instructions; ability to work with and for the public; skill in first aid techniques.

Minimum Education, Training, and Experience. Must have completed a recognized advanced first aid course; must be working toward or have completed the Emergency Medical Technician-Ambulance course or its equivalent; must possess a currently valid Iowa Chauffeur's license and have at least two (2) years of driving experience.

SENIOR EMERGENCY MEDICAL TECHNICIAN-AMBULANCE

DEFINITION

Under general supervision, is the senior member of an ambulance sub-station providing supervision over and performing the same duties as a small group of Emergency Medical Technicians.

DUTIES

Acts as senior member of an ambulance crew and performs the same emergency medical and rescue operations described for the Emergency Medical Technician-Ambulance; schedules service and repair appointments for the ambulances and maintains a record of repair costs; maintains ambulance trip record; figures charges and issues first billing statements to patients; processes payments on accounts receivable; inspects ambulance, ambulance quarters and ambulance personnel to see that standards are met; evaluates subordinates on a periodic basis; reprimands subordinates for infractions of rules and regulations; arranges for or instructs training sessions or mock up accident situations; arranges work schedules and makes sure that all shifts are adequately staffed or covered; performs related work as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Thorough knowledge of rescue and emergency treatment procedures and practices; knowledge of geographical layout of the county and where health care facilities are located; ability to quickly and skillfully operate various emergency and rescue equipment; knowledge of Medicare and county billing forms; physical ability to lift and carry heavy patients; ability to think clearly and rapidly and to direct the actions of others under conditions of urgency; ability to reason and make independent decisions; ability to instruct others in first aid and rescue procedures.

Minimum Education, Training, and Experience. Certification as a First Aid Instructor; completion of the Emergency Medical Technician-Ambulance course or its equivalency; and two (2) years of experience as an Emergency Medical Technician-Ambulance; or, any equivalent combination of education and experience. Must possess a currently valid Iowa Chauffeur's license.

AMBULANCE SERVICE DIRECTOR

DEFINITION

Under administrative direction of the Board of Supervisors, administers the organizing, planning, managing and evaluation functions of the county ambulance service.

DUTIES

Devises standards and procedures of operation; hires new employees and dismisses employees not performing to standards; schedules employee's working hours; determines overall training program and instructs or arranges for courses in first aid and rescue procedures; submits billings to Medicare and insurance companies and maintains record of payments; attempts to collect problem accounts receivable; promotes public relations through public appearances; prepares monthly operating report for the Board of Supervisors; determines equipment and supply needs and orders as needed (major expenditures must be reviewed by the Board); prepares and submits yearly budgets; makes occasional runs with the ambulance crew and performs the duties of an Emergency Medical Technician; performs related work as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Thorough knowledge of the practices and policies of an ambulance service; knowledge of budgetary practices and the county's organizational structure; ability to plan, organize, and implement an ambulance service and a training program capable of keeping the employees informed of emergency and rescue procedures; ability to supervise, evaluate and suggest improvements in the work of subordinates; ability to deal with public officials and the public in general; skill in the performance and teaching of first aid and emergency medical techniques.

Minimum Education, Training, and Experience. Certification as an Advanced First Aid Instructor and completion of the Emergency Medical Technician-Ambulance course or its equivalent and five (5) years of experience in ambulance or rescue service; or, any equivalent combination of education and experience.

NURSE

DEFINITION

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

DUTIES

Administers prescribed medications and treatments in accordance with approved techniques; charts all medication administered; gives informal instructions to Attendants regarding suitable methods and techniques of resident care; upon call, provides physicians with information regarding conditions and progress of specific residents; observes, records, and reports to physicians resident's condition and reaction to drugs, treatments, and significant incidents; checks the general health of residents by taking their pulse, blood pressure, and weight at least monthly and 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 residents' rooms; may make beds, bathe, and feed residents and assist in their rehabilitation; orders drugs, solutions, and equipment needed for proper health care; accompanies residents to doctors' appointments and state facilities.

ENTRY REQUIREMENTS

Required Knowledge, Abilities, and Skills. Considerable knowledge of nursing theory and practice; ability to follow oral and written instructions of professional and technical nature and the ability to transmit instructions to subordinate personnel in detail; ability to deal with residents sympathetically and tactfully while carrying out the prescribed treatment; ability to develop and maintain effective working relationships with residents, families, physicians, and employees; ability to observe and report on residents' progress; ability to maintain and interpret records and reports; ability to act quickly and calmly 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 the laws of the State of Iowa.

ATTENDANT

DEFINITION

Under general supervision, performs non-professional work in attending to the needs of the residents of the county care facility; employees in this class perform moderately heavy cleaning chores; performs related work as required.

DUTIES

Assists residents in dressing, undressing, bathing, and grooming themselves; helps Cooks in the preparation of meals; serves food; helps clean tables and dining area floors; supervises and assists residents in sweeping, scrubbing, mopping, and dusting residents' rooms, dormitories, and living areas; changes bedding; launders and mends linens, bedding, and clothing; plans and supervises residents' recreation activities; supervises residents in the performance of their work; assists in the gardening work and the canning of fruits and vegetables; works in the office by answering phone and checking residents in and out; dispenses prescribed and measured doses of medication to residents; administers minor first aid care; accompanies residents on doctors appointments and shopping trips; observes and reports to nurses changes in residents' conditions, behavior, and habits.

ENTRY REQUIREMENTS

Required Knowledge, Abilities, and Skills. Ability to understand and follow oral and written instructions; ability to learn routine procedures and policies regarding patient care; ability to perform moderately heavy housecleaning duties; ability to instruct and supervise residents in the performance of their cleaning, laundry, and kitchen duties; ability to act calmly and quickly in emergency situations; ability to deal with residents sympathetically and tactfully while performing assigned duties; ability to develop and maintain an effective working relationship with employees, public, and administration.

Minimum Education, Training, and Experience. None.

Required Special Qualifications. Pass annual physical examination.

NIGHT ATTENDANT

DEFINITION

Under general supervision, performs routine and non-professional duties in the care of residents at the county care facility; performs manual labor involving cleaning and minor maintenance duties; performs related duties as required.

DUTIES

Checks on residents at night to see that all are sleeping comfortably and quietly; assists residents with any problem they might have during normal sleeping hours; dispenses prescribed and measured dosages of medication to residents; monitors boiler and makes adjustments when necessary; cleans the boiler room and rest of basement; washes and waxes the dining room floor; sets the tables in the dining room for breakfast; gets residents up in the morning and assists them in getting dressed and properly groomed; observes and reports to nurses changes in residents' conditions, behavior, and habits; answers telephone in office and records necessary messages.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to understand and carry out oral and written instructions; ability to perform moderately heavy cleaning duties; ability to learn routine procedures and policies regarding patient care; ability to deal sympathetically and tactfully with residents while performing assigned duties; ability to act calmly and quickly in emergency situations.

Minimum Education, Training, and Experience. None.

Required Special Qualifications. Pass annual physical examination.

ATTENDANT SUPERVISOR

DEFINITION

Under direction, supervises a staff of Attendants providing for the needs of the residents of the county care facility; performs cleaning duties and resident care tasks as well as serving in a supervisory capacity; performs related duties as required.

DUTIES

Supervises and schedules the work of Attendants and residents; performs all of the duties as outlined in the Attendant job description; instructs Attendants in the proper performance of their duties; serves in the capacity of Administrator in the absence of the Administrator; observes changes in the behavior and habits of the residents and report them to the Administrator, nurses, or physician.

ENTRY REQUIREMENTS

Knowledges, Abilities, and Skills. Ability to give clear and concise written and oral instructions; ability to instruct Attendants and residents in the proper performance of their assigned duties; ability to act quickly and calmly in emergency situations; ability to deal sympathetically and tactfully with residents; ability to develop and maintain a working relationship with employees, public, and Administrator.

Minimum Education, Training, and Experience. Two (2) years of work as an Attendant; or two (2) years of work affording experience comparable to that of the Attendant position.

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; participates in the work of cleaning cooking equipment, kitchen, tables, and refrigerators; cans fruits and vegetables in season; instructs the resident kitchen help in the performance of their duties.

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; ability to work with fellow employees and residents.

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

Required Special Qualifications. Pass annual physical examination.

COOK MANAGER

DEFINITION

Under direction, supervises a staff of Cook(s) and resident kitchen help 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 in the county care facility; performs all duties as defined by the Cook job description; instructs Cooks and resident helpers in the performance of their duties; orders food supplies from grocers, wholesalers, and suppliers; adapts standard recipes to meet the need of varying numbers of people; supervises and assists in the cleaning of kitchen and dining areas, utensils, and equipment; supervises the canning of fruits and vegetables and preparation of meats and poultry for freezing; 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; 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. Four (4) years of experience in institutional or commercial food preparation; (OR) any equivalent combination of education and experience.

Required Special Qualifications. Pass annual physical examination.

FARM MANAGER

DEFINITION

Under direction, performs the duties associated with a grain and livestock farm operation and the repair and maintenance of farm equipment and structures; performs related duties as required.

DUTIES

Works closely with the Administrator to plan the yearly crop, acreage devoted to crops and pasture, herbicide and insecticide applications, livestock production, major machinery purchases and repairs, additions or repairs to buildings and fences, and marketing strategies; prepares soil for planting by plowing, harrowing, and fertilizing; plants, cultivates, applies herbicides and insecticides, and harvests crops; tends livestock by observing their general condition, administering simple medications, and watering and feeding; operates, maintains, and repairs farm implements and mechanical equipment such as tractors, plows, ensilage cutters, balers, and pickers; repairs farm buildings, fences, and other structures; hauls livestock and crops to market; cuts and makes hay and ensilage; cleans out barns and cleans farm yard; assigns duties to and supervises the work of resident farm workers.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the operation and functions of all types of farm implements and equipment; considerable knowledge of the hazards associated with the equipment and farm chemicals and the necessary precautionary measures to observe; considerable knowledge of the proper care of livestock; considerable knowledge of the methods, practices, and techniques of crop production; ability to plan and exercise sound farm management practices; ability to work with hands and perform rough carpentry work; ability to perform heavy manual labor for extended periods; ability to deal sympathetically with residents while performing duties; ability to assign tasks and supervise work of resident farm workers.

Minimum Education, Training, and Experience. Five (5) years of responsible experience in farm management, production of crops and livestock, and maintenance and repair of farm equipment and structures; (OR) an equivalent combination of experience and formal training.

ASSISTANT TO THE COUNTY ENGINEER

DEFINITION

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

DUTIES

Supervises and assists in the designing and drafting of culverts, grading, paving, and bridge projects; supervises the construction of culverts, asphalt, concrete, and earth work; examines materials used in construction projects; assists, supervises, and coordinates surveying crews; prepares cost estimates on proposed projects; assists the County Engineer in the preparation of budgets and annual reports; assists in the preparation of reports associated with the operation of the department as required by local, state, or federal regulations; may supervise a small group of employees and administer paperwork incidental to their employment; contacts land owners and purchases rights-of-way for field projects; serves in the capacity of County Engineer in his absence.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to plan, organize, assign, and supervise the technical work of engineering technicians; ability to understand and implement technical instructions; ability to perform complex drafting and engineering designs; knowledge of construction costs and specifications; 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, survey, and inspection instruments and equipment.

Minimum Education, Training, and Experience. Completions of four (4) years of college credit with a degree in a related engineering field; (OR) completion of two (2) years of college credit in a related engineering field AND four (4) years of related engineering experience; (OR) eight (8) years of related engineering experience.

ENGINEERING TECHNICIAN

DEFINITION

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

DUTIES

Drafts detailed designs of road, bridge, and culvert projects following written descriptions and in accordance with current standards; provides technical assistance and reviews completed designs for completeness and accuracy; 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 to determine lines, angles, distances, and elevations; makes sketches of surveys and keeps survey records; verifies the data secured for accuracy; gathers or prepares progress records and reports on construction projects; interprets blueprints and specifications for contractor and discusses deviations from specified procedures to insure compliance with regulations governing construction; performs or directs the performance of laboratory tests on materials used on construction projects; examines workmanship of finished projects for conformity to standards; contacts land owners to purchase rights-of-way within specified limits.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. 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; ability to assist and direct subordinates in the performance of their duties; ability to take the lead responsibility for any assigned project; ability to work with contractors and the public.

Minimum Education, Training, and Experience. Five (5) years of increasingly responsible experience in sub-professional engineering work which includes experience in drafting, surveying, and inspection; (OR) an equivalent combination of education, experience, and training.

INSPECTOR

DEFINITION

Under direction, utilizes technical skills in the inspection of construction projects and materials to insure compliance with specifications and codes; serves as a member of a survey party; performs design and drafting work.

DUTIES

Inspects and oversees construction projects involving highways, bridges, and culverts to insure compliance of workmanship and materials with specifications; verifies levels, alignments, and elevation using level and transit; measures distances to verify accuracy of dimensions; insures that appropriate materials are used by performing laboratory tests on materials; records quantities of materials used and maintains a diary of work performed; inspects to see that methods and practices employed by contractors conform to specifications; examines finished project to insure conformity to standards; performs duties as a member of a survey party including handling rod and chain and operating transit; prepares a variety of complex engineering drawings; designs and drafts highway, bridge, culvert and related plans; performs related duties as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the principles, practices, and materials used in the construction of bridges and culverts, grading, earthwork, and paving; ability to draft and interpret engineering plans and specifications; ability to make accurate measurements and computations; ability to make accurate tests of construction materials; ability to read and interpret blueprints and specifications and communicate information to contractors; ability to keep accurate and complete records of inspections conducted and work performed; ability to perform detailed drafting work; skill in the use of instruments and equipment used in drafting, surveying, and inspection.

Minimum Education, Training, and Experience. Three (3) years of experience in construction work which provides familiarity with materials, equipment, and procedures employed by an Inspector; (OR) an equivalent combination of formal training and experience.

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.

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.

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. Eight (8) 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.

BRIDGE MAINTENANCE WORKER

DEFINITION

Under immediate supervision, performs routine manual labor in constructing, maintaining, and repairing county bridges; performs related duties as required.

DUTIES

Rebuilds bridge backwalls and wings by removing earth from wall, replacing damaged or worn wall sections, and filling in earth against the wall; repairs bridge floors by removing and replacing damaged or worn floor beams or steel members; checks and replaces when necessary all stringers and cross beams; repairs all wash outs around bridges; removes brush and driftwood from bridge piers; paints bridges to prevent excessive rust or weathering; replaces and repairs culverts and keeps them open; operates trucks, backhoes, endloaders, and other equipment necessary for bridge maintenance work; assists in removal of snow from county roads; assists in putting up and taking down snow fences.

ENTRY REQUIREMENTS

Required Knowledge, Abilities, and Skills. Some knowledge of construction practices and equipment; ability to understand and carry out oral and written instructions; ability to work with hands and perform heavy manual labor for extended periods; ability to establish and maintain an effective working relationship with fellow employees;

Minimum Education, Training, and Experience. Some experience in related construction work.

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

BRIDGE FOREMAN

DEFINITION

Under direction, supervises and assists in the maintenance and repair of county bridges; constructs and repairs county road signs; performs related duties as required.

DUTIES

Supervises the construction, maintenance, and repair of county bridges including backwall repair and floor reconstruction; constructs, repairs, and erects county road signs; coordinates the use of equipment in these projects including trucks, endloaders, backhoes, and draglines; inspects finished work for conformance to safety requirements; travels the road system to determine the need for bridge and sign maintenance and repair; supervises the work of subordinates and instructs them on the more difficult aspects of their jobs; teaches subordinates safety procedures and the proper use and care of equipment; requisitions supplies and materials as needed and sees that they are delivered to construction sites; erects barricades and signs to insure traffic safety; operates all equipment used in bridge repair work when necessary; assists in the removal of snow and ice from county roads.

ENTRY REQUIREMENTS

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

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

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

TILE WORKER

DEFINITION

Under general supervision, performs work involved with laying clay, concrete, and steel pipe in the construction and repair of drainage systems; performs related duties as required.

DUTIES

Digs trenches for tile and tubing using backhoe and shovel; grades and smoothes bottom of trench to specified elevation using shovel; lines bottom of trench with rock and sand when necessary; places tile sections into position in trench; adjusts tile to line and grade and secures tile into position; backfills trench using endloader and shovels; repairs damaged drainage intake systems; opens and repairs clogged drainage lines; performs routine maintenance and minor repairs on equipment operated; assists in putting up and taking down snow fence; cuts brush and performs other manual labor as required; assists in snow removal by operating maintainer or truck equipped with blade.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the design, construction, and repair of drainage systems; knowledge of the hazards associated with tile laying and of precautionary measures; ability to perform heavy manual labor for extended periods; ability to understand and implement written and oral instructions.

Minimum Education, Training, and Experience. Some experience in related construction work allowing for an understanding of the practices and equipment used in laying tile.

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

TILE FOREMAN

DEFINITION

Under direction, supervises and assists in the laying of clay, concrete, and steel pipes in the construction and repair of drainage systems; performs related work as required.

DUTIES

Supervises a crew of TILE WORKERS in the performance of their duties; performs all the duties as outlined in the TILE WORKER job description; assumes lead responsibility for ensuring that drainage systems conform to specifications; maintains records and reports of work performed; orders all supplies and materials necessary for the performance of tile laying duties.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the design, construction, and repair of drainage systems; knowledge of the hazards associated with tile laying and of precautionary measures; ability to instruct subordinates in the proper performance of their work; ability to understand and implement written and oral instructions; ability to perform heavy manual labor for extended periods.

Minimum Education, Training, and Experience. Two (2) years of experience as a TILE WORKER; (OR) two (2) years of experience operating heavy equipment or performing construction work.

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

TRUCK DRIVER

DEFINITION

Under general supervision, operates a motor truck equipped with a 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 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 material 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 power take-off in order to spread sand or salt; operates endloaders in ditch cleaning work and loading trucks; performs routine mechanical maintenance of equipment operated; assists in laying culverts and putting in drainage tubing under roads and driveways; assists in patching blacktop roads; cuts brush and performs routine unskilled manual labor as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the operation and mechanical functions of a dump truck; knowledge of the 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.

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 manual 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 grade; cuts and finishes grades; prepares sub-grades; judges depth of cut by feel of levers and sound of engine; removes snow from roadways and road shoulders; cleans ditches and waterways with patrol; performs routine preventive maintenance and adjustments to patrol; operates, on occasion, other special pieces of equipment such as endloader, backhoe, excavator, and dragline; cuts brush and weeds; repairs or replaces damaged road signs; erects and takes down snow fence; mows along shoulders of road; seeds along roadways.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the mechanical operations of the motor patrol and other equipment operated; knowledge of 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 heavy equipment operation.

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 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.

STOREKEEPER

DEFINITION

Under general supervision, delivers fuel, oil, and parts to the county sheds for use by the Secondary Road Department's trucks and equipment; performs related duties as required.

DUTIES

Delivers gasoline, diesel fuel, oil, grease, antifreeze, and other oil products to the county sheds and equipment operators to be used in trucks, maintainers, tractors, endloaders, and other county equipment; picks up and delivers parts and supplies to the County shop and equipment operators; delivers damaged tires to private shops for repair and mounts new and repaired tires on equipment; orders gasoline, diesel fuel, and parts from designated suppliers; assists in changing transmission grease in the maintainers; helps keep area around the shop clean.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the hazards involved with handling flammable materials and of precautionary measures; knowledge of the parts and supplies used by heavy equipment; ability to operate a fuel truck; ability to perform moderately heavy manual labor for extended periods.

Minimum Education, Training, and Experience. Some experience around heavy equipment and some acquaintance with supplies and parts used by the equipment.

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



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