

STATE OF IOWA

Office for Planning and Programming

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

PROPOSED JOB DESCRIPTIONS

AND

PERSONNEL POLICIES

FOR

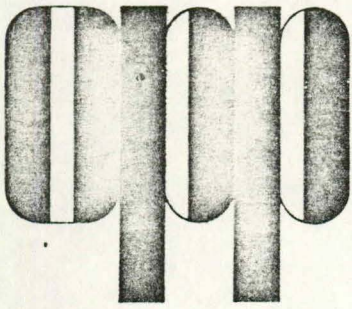
WEBSTER COUNTY

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

ROBERT D. RAY
Governor

ROBERT F. TYSON
Director

September 20, 1976

County Board of Supervisors
Webster County Courthouse
Fort Dodge, Iowa

Members of the Board:

We are pleased to present our report Proposed Job Descriptions and Personnel Policies for Webster County and we hope it will be of value to you in working with your county personnel management system. The report contains a discussion concerning the need for written personnel policies, a proposed set of personnel policies, an explanation of the uses of job descriptions, and a set of job descriptions.

It should be pointed out again at this time that nothing presented within this report is to be construed as having the effect of law. The report is a series of proposals and after you review the report, we hope you will make any changes which will make the system better meet your specific needs. We do feel that the material presented can be very useful to you and the employees of Webster County and we hope you will give it careful consideration and take the necessary steps to adopt and implement the plan.

The study was conducted by Patrick J. Gilles and David C. Mueller and they would like to express their appreciation for the cooperation and help received from the elected officials and county employees in Webster County. Although this report represents an end to our immediate involvement with Webster County, we will remain available to explain any proposals we have made or assist the Board in their implementation.

The Local Government Personnel Service Center

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A PROPOSAL FOR WEBSTER COUNTY

Historical Perspective:

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

The Need for Written Personnel Policies and Job Descriptions:

In order that the reader may fully understand the uses and limitations of personnel policies and job descriptions, they will each be described in some detail at this time.

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

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

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

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

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

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

Another point about job descriptions that should be made is that they are not intended to restrict the kinds of related duties that may be assigned to an individual. The "Duties" section of the job description is aimed at major job functions and additional duties may be assigned as long as they are in keeping with the level and general type of work described in the respective job description. The corollary to this statement is that job descriptions are not static and tend to change over time. Thus management should periodically review and update the job descriptions if they are going to be properly used in any of the manners described above.

PROPOSED PERSONNEL POLICIES FOR WEBSTER COUNTY

NON DISCRIMINATION

No appointment to nor termination from employment with Webster 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 Webster County to carry on such recruitment programs as necessary to seek out and secure the most qualified individuals to apply for County positions at all levels of service.

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

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

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

PAYROLL

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

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

RECORDS

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

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

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

HOURS OF WORK

The normal work week is a forty (40) hour week comprised of five (5) nine (9) hour days with one (1) hour for lunch. Normal working hours for courthouse employees are from 8:00 a.m. to 5:00 p.m. with one (1) hour for lunch. Lunch times may be staggered to make sure offices are open to serve the public during the entire work day.

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

INCOMPATIBLE ACTIVITIES

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

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

FULL-TIME EMPLOYEES

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

PART-TIME EMPLOYEES

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

HOSPITALIZATION AND INSURANCE

For each full-time employee, the County agrees to pay \$18.65 per month towards the cost of a Blue Cross-Blue Shield insurance policy, including major medical, effective on the established premium date. Family coverage may be obtained by the employee paying for the added cost. Insurance costs will be deducted from an employee's pay check each month. Additional information and explanations about the insurance policy may be obtained from the Auditor's Office.

RETIREMENT

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

PHYSICAL EXAMINATIONS

Before being employed, all prospective employees must satisfactorily pass a physical examination given by a physician designated by the Board of Supervisors at the County's expense. Individual departments may require that employees pass an annual physical examination given by either a Board-designated physician or by their own physician at the employee's expense.

EMPLOYMENT OF RELATIVES

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

JURY DUTY

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

SICK LEAVE

Full-time employees will earn sick leave at the rate of ten (10) hours per month to a total of one hundred twenty (120) working hours per year with a maximum accumulation of six hundred (600) working hours. For absences of five (5) or more continuous days a doctor's signature may be required. Sick leave may not be used as vacation. Upon separation or retirement, employees will be paid at one-half ($\frac{1}{2}$) their normal rate for all accumulated sick leave except when discharged for good cause.

If it is necessary to be absent for any reason, the employee should notify the department head as far in advance as possible. In case of unexpected absence due to illness or emergency, the department head should be notified as soon after 8:00 a.m. as possible.

MATERNITY LEAVE

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

FUNERAL LEAVE

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

PERSONAL LEAVES OF ABSENCE

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

MILITARY LEAVE

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

CAUSE FOR DISCHARGE, SUSPENSION, OR DEMOTION

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

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

GRIEVANCE PROCEDURE

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

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

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

REDUCTION IN FORCE

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

PROBATIONARY PERIOD

Each employee shall be considered to be on probation for a period of at least sixty (60) days. Salary may be paid at a monthly or hourly rate. Employees may be dismissed for just cause without prior notice during this period. Upon satisfactory completion of the probationary period the employee will be entitled to all the rights and privileges granted all other full-time employees, and their benefits will start as of their employment date.

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

OVERTIME PAY

All employees who are required to work in excess of their regular work week or 40 hours and are considered as eligible for overtime pay, shall, at the discretion of a department head, 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 or shall receive compensatory time at the rate of one hour of time off for each hour of overtime worked.

VACATIONS

Vacations shall be earned as follows: after one (1) year of employment, five (5) days per year; after two (2) years of employment, ten (10) days per year; after five (5) years of employment, fifteen (15) days per year; and after ten (10) years of employment, twenty (20) days paid vacation per year. For any part of a year worked, the employee shall receive paid vacation based on the prorated portion of time worked in that year. Vacation shall be taken after the year in which it was earned.

No more than ten (10) days of vacation shall be allowed to accumulate and carried forward to the following year. Any employee who is laid off, retired, or separated from the services of the employer for any reason prior to taking his vacation shall receive pay for the unused vacation he has accumulated at the time of his separation.

HOLIDAYS

The following shall be holidays for Webster County:

New Year's Day	Veterans' Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Christmas Eve (½ day)
Independence Day	Christmas Day
Labor Day	New Year's Eve (½ day)

County offices will not be closed on Good Friday; however, employees will be allowed paid time off to attend church services. Equal consideration will be given to all faiths as their religious holidays occur during the year.

Permanent and part-time 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 preceding Friday shall be observed. If a holiday falls during an employee's vacation, he/she shall be entitled to an additional day's vacation. Personnel of the County Care Facility who are required to work on holidays, shall be entitled to an additional day of vacation time for each holiday worked.

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

EMPLOYEE EVALUATION

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

All evaluation records will be confidential.

REIMBURSABLE EXPENSES

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

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

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

EMPLOYEE EVALUATION FORM

NAME: _____ DATE: _____

DEPARTMENT: _____ JOB TITLE: _____

Purposes of this Employee Evaluation:

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

Instructions:

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

Carefully evaluate each of the qualities separately.

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

ACCURACY is the correctness of work duties performed.

Makes frequent errors.

Careless; makes recurrent errors.

Usually accurate; makes only average number of mistakes.

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

Requires absolute minimum of supervision; is almost always accurate.

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

Slow to "catch on."

Requires more than average instructions and explanations.

Grasps instructions with average ability.

Usually quick to understand and learn.

Exceptionally keen and alert.

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

Rarely has a new idea; is unimaginative.

Occasionally comes up with a new idea.

Has average imagination; has reasonable number of new ideas.

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

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

FRIENDLINESS is the sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may supervise.

Very distant and aloof.

Approachable; friendly once known by others.

Warm; friendly; sociable.

Very sociable and out-going.

Extremely sociable; excellent at establishing good will.

PERSONALITY is an individual's behavior characteristics or his personal suitability for the job.

Personality unsatisfactory for this job.

Personality questionable for this job.

Personality satisfactory for this job.

Very desirable personality for this job.

Outstanding personality for this job.

PERSONAL APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

Very untidy; poor taste in dress.

Sometimes untidy and careless about personal appearance.

Generally neat and clean; satisfactory personal appearance.

Careful about personal appearance; good taste in dress.

Unusually well groomed; very neat; excellent taste in dress.

PHYSICAL FITNESS is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)

Tires easily; is weak and frail.

Frequently tires and is slow.

Meets physical and energy job requirements.

Energetic; seldom tires.

Excellent health; no fatigue.

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

Often absent without good excuse and/or frequently reports for work late.

Lax in attendance and/or reporting for work on time.

Usually present and on time.

Very prompt; regular in attendance.

Always regular and prompt; volunteers for overtime when needed.

HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his work area.

Disorderly or untidy.

Some tendency to be careless and untidy.

Ordinarily keeps work area fairly neat.

Quite conscientious about neatness and cleanliness.

Unusually neat, clean and orderly.

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

Requires close supervision; is unreliable.

Sometimes requires prompting.

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

Requires little supervision; is reliable.

Requires absolute minimum of supervision.

DRIVE is the desire to attain goals, to achieve.

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

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

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

Strives hard; has high desire to achieve.

Sets high goals and strives incessantly to reach these.

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

Poorly informed about work duties.

Lacks knowledge of some phases of work.

Moderately informed; can answer most common questions.

Understands all phases of work.

Has complete mastery of all phases of job.

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

Does not meet minimum requirements.

Does just enough to get by.

Volume of work is satisfactory.

Very industrious; does more than is required.

Superior work production record.

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

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

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

Has average tolerance for crises; usually remains calm.

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

Thrives under pressure; really enjoys solving crises.

COURTESY is the polite attention an individual gives other people.

Blunt; discourteous; antagonistic.

Sometimes tactless.

Agreeable and pleasant.

Always very polite and willing to help.

Inspiring to others in being courteous and very pleasant.

OVERALL EVALUATION in comparison with other employees with the same length of service on this job:

 Definitely unsatisfactory.

 Substandard but making progress.

 Doing an average job.

 Definitely above average.

 Outstanding.

COMMENTS

Major weak points are—

- 1. _____
- 2. _____
- 3. _____

and these can be strengthened by doing the following:

Major strong points are—

- 1. _____
- 2. _____
- 3. _____

and these can be used more effectively by doing the following:

Rated by _____ (Name) _____ (Title)

(If not used as a self-evaluation form, the employee should sign below)

A copy of this Report has been given to me and has been discussed with me.

(Employee's Signature)

(Date)

PROPOSED JOB DESCRIPTIONS

The following table shows the present job titles followed by their corresponding proposed job titles grouped by office. A general comment should be made about the completeness of the data presented. Although this study was comprehensive, various circumstances prevented the inclusion of each and every Webster County job title in the compilation of the data. Some departments were deleted because they are not under the direct control of the Board of Supervisors. Elected officials were ignored since their pay is established by the County Compensation Board. It should also be noted that the assignment of job titles was based on responses to the job evaluation questionnaires and follow-up interviews. In some instances employees did not fill out questionnaires or return them and, consequently, their particular job titles were omitted from the study. Although these deficiencies should be noted, it is not felt that they materially affect the overall accuracy and usefulness of the results.

Job Title Conversion Table

<u>Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
<u>County Auditor's Office</u>		
Alan Wooters	First Deputy	Clerk III
Ruth Wilkens	Second Deputy	Acctg. Clerk II
Lois Polking	Second Deputy	Acctg. Clerk I
Arulen Sullivan	Second Deputy	Clerk II
Gisela Rettinger	Second Deputy	Acctg. Clerk II
Carol Thul	Clerk	Key Punch Operator
Marie Stiles	Clerk	Clerk II
Diane Dahlgren	Clerk	Clerk II
<u>County Recorder's Office</u>		
Cleo Amendt	First Deputy	Clerk III
Mary Casey	Second Deputy	Clerk II
Lovetta White	Clerk	Clerk II
<u>County Treasurer's Office</u>		
Roy Hedeem	First Deputy	Clerk III
Verna Young	Second Deputy	Acctg. Clerk II
Marcella Davis	Clerk	Clerk II
Mary Hottman	Clerk	Clerk II
Margie Wyatt	Clerk	Clerk II
Cyndee Olson	Clerk	Clerk II
Donna Gutknecht	Clerk	Clerk II
Dolores Conway	First Deputy	Clerk III
Irvin Pederson	Deputy	Clerk-Typist II
Jan Horton	Deputy	Clerk-Typist II
Lavonne Ricketts	Clerk	Clerk-Typist II
Karen Brokaw	Clerk	Clerk-Typist II
Romona Charbonneau	Clerk	Clerk-Typist I
Debra Pudenz	Clerk	Clerk-Typist I

<u>Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
<u>Clerk of Court Office</u>		
Shirley Minikis	First Deputy	Clerk III
Evelyn Liernan	Second Deputy	Clerk II
Collen Schnetzer	Clerk	Clerk II
Norma Stevens	Clerk	Clerk II
Rosemary Green	Second Deputy	Clerk II
Marian Wyman	Clerk	Clerk I
Pat Lahiffa	Clerk	Clerk I
<u>Magistrate's Office</u>		
Janelle Gratelushen	Executive Secretary	Secretary II
<u>County Attorney</u>		
Lois Howard	Secretary	Secretary II
Lynn Lunn	Secretary	Secretary I
<u>County Assistance Office</u>		
Laura Fulton	Dir. of County Assistance	Relief Director
Marian Abdalla	Asst. Dir. of Co. Assistance	Secretary II
<u>Assessor's Office</u>		
Ruth Boyd	Asst. Assessor & Office Mgr.	Clerk III
Kim McDowell	Clerk	Clerk I
Marva Hilton	Clerk	Clerk I
Diane McCullough	Clerk	Clerk II
<u>Maintenance Personnel</u>		
Thomas Mikle	Maintenance Assistant	Bldg. Maint. Wkr. I
John Anglin	Maintenance	Bldg. Maint. Wkr. II
<u>Secondary Roads Department</u>		
Ron Folvag	Asst. to County Engineer	Asst. to County Engineer
Charles Hamilton	Instrumentman & Inspector	Engineering Technician III
Galen Parsons	Office Manager	Acct. Clerk II
Gerald Wilson	Shop Foreman	Shop Foreman
Dan Ferry	Mechanic	Mechanic II
Forrest Milliken	Mechanic	Mechanic II
Frank Raymond	Mechanic & Welder	Mechanic I
Dale Smith	Bridge Foreman	Bridge Foreman
Frank Chada	Bridge Dept. Welder	Bridge Maint. Worker
Leonard Uladeff	Spec. Equip. Operator	Equip. Operator II
John Paulson	Bridge Labor Carpenter	Bridge Maint. Worker
Marvin Stringer	Bridge Labor	Bridge Maint. Worker

NamePresent TitleProposed TitleSecondary Roads Department (Continued)

Delbert Herrington	Blacktop Foreman	Road Foreman
Francis Aarons	Spec. Equip. Operator	Equip. Operator II
Dan Hammersland	Blacktop Laborer	Road Maint. Worker
Knute Hammersland	Foreman - Dist. #1	Maint. Superintendent
Emmett Lahiff	Foreman - Dist. #2	Maint. Superintendent
Joseph Micklo	Foreman - Dist. #3	Maint. Superintendent
Richard Chinburg	Foreman - Dist. #4	Maint. Superintendent
Clifford Widick	Foreman - Dist. #5	Maint. Superintendent
Robert Lauer	Special Equipment	Equipment Operator II
Gary Gillespie	Special Equipment	Equipment Operator II
Herbert Jenkins	Special Equipment	Equipment Operator II
Donald Herrington	Special Equipment	Equipment Operator II
Hubert Brockman	Maintenance	Equipment Operator II
Earl Kaplan	Maintenance	Equipment Operator I
Leonard Adson	Maintenance	Equipment Operator I
Gene Hyde	Maintenance	Equipment Operator I
Sam Ness	Maintenance	Equipment Operator I
Dean Askelson	Maintenance	Equipment Operator I
Norman Johnson	Maintenance	Truck Operator
Carl Peterson	Maintenance	Truck Operator
Gerald Zabel	Maintenance	Equipment Operator I
Richard Milliken	Maintenance	Equipment Operator I
Delbert Niemeyer	Maintenance	Equipment Operator I
Dale Brandt	Maintenance	Equipment Operator I
Wayne Arends	Maintenance	Equipment Operator I
Everett Higby	Maintenance	Equipment Operator I
Robert Linn	Maintenance	Truck Operator
Don Hintch	Maintenance	Equipment Operator I
Jack Vegors	Maintenance	Equipment Operator I
Don Meyers	Maintenance	Equipment Operator I
Lawrence Greenfield	Maintenance	Equipment Operator I
Leonard Dutcher	Maintenance	Equipment Operator I
Donald Schill	Maintenance	Equipment Operator I
Alan Ekstrom	Maintenance	Equipment Operator I
Gary Kruse	Maintenance	Equipment Operator I
Tom Higby	Maintenance	Truck Operator
Ray Jones	Maintenance	Equipment Operator I
Mike Vandt	Maintenance	Truck Operator
Harry Lenz	Maintenance	Equipment Operator I
Bob Winninger	Maintenance	Equipment Operator I
Phil Morriss	Maintenance	Equipment Operator I
Glen Claude	Maintenance	Equipment Operator I
Donald Schmaker	Maintenance	Equipment Operator I
Alvin Sollie	Maintenance	Equipment Operator I
Mike Passow	Maintenance	Equipment Operator I

Name

Present Title

Proposed Title

Custodial - County Care Facility

Ione Miller	Office Manager	Clerk II
Nuella Franzeen	Director of Nurses	Charge Nurse
Alice Smith	Nurses Aide	Attendant
Victor Klein	Ward Attendant	Attendant
Peggy McBride	Nurses Aide	Attendant
Filmore Bergland	Ward Attendant	Attendant
Thelma Brandenburg	Nurses Aide	Attendant
Beulah Chapman	Nurses Aide	Attendant
Deloris Smith	Nurses Aide	Attendant
Beulah Kockorsky	Nurses Aide	Attendant
Bertha Alexander	Ward Attendant	Attendant
Arlene Taylor	Nurses Aide	Attendant
Grace Davis	Nurses Aide	Attendant
Martha Magoon	Nurses Aide	Attendant
Rhoda Carlson	Nurses Aide	Attendant
Juanita Roby	Nurses Aide	Attendant
Diane Carlson	Ward Attendant	Attendant
Harlan Ely	Ward Attendant	Attendant
Thomas Means	Ward Attendant	Attendant
Evelyn Sittig	Head Cook	Cook Manager
Thelma Harrington	Cook	Cook
Doris Tjernagel	Cook	Cook
Elizabeth Messerly	Cook	Cook
Mary Butrick	Cook	Cook
Mary Sorenson	Cook	Cook
Clarence Benson	Laundryman	Laundry Worker
Caroline Stewart	Housekeeper	Housekeeper
Wilma Hoover	Activity Coordinator	Activities Coord.
Jasper Butrick	Farm Manager	Farm Manager

<u>Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
<u>Mental Health Unit - County Care Facility</u>		
Lavonne Addington	Administrator	Administrator
Alice Richard	Asst. Administrator & Director of Nursing	Charge Nurse
Pam Lindgren	Charge Nurse	Charge Nurse
Carlette Paulson	Registered Nurse	Nurse
Bessie Sorenson	Lic. Practical Nurse	Nurse
Judy Buehler	Lic. Practical Nurse	Nurse
Dorine Hofbrauer	Nurses Aide & O.T. Dir.	Attendant
Brad Sheker	Orderly	Attendant
Ann Sullivan	Psychiatric Aide	Attendant
Darlen Peters	Psychiatric Aide	Attendant
Shelly Aljets	Psychiatric Aide	Attendant
Thelma Gleason	Psychiatric Aide	Attendant
Jean Martinson	Psychiatric Aide	Attendant
Vicki Paulson	Psychiatric Aide and Recreation Director	Attendant
Earlene Hubbard	Nurses Aide	Attendant
Debbie Sheker	Nurses Aide	Attendant
John Ferguson	Orderly	Attendant
Andy Clauson	Orderly	Attendant
Mark Sorenson	Psychiatric Orderly	Attendant

CLERK I

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

Minimum Education, Training, and Experience. None

Required Special Qualification. May have to be bondable.

CLERK II

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

Required Special Qualification. May have to be bondable.

CLERK III

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

Required Special Qualification. May have to be bondable.

CLERK-TYPIST I

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

Minimum Education, Training, and Experience. None

Required Special Qualifications. May have to be bondable.

CLERK-TYPIST II

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

Required Special Qualification. May have to be bondable.

ACCOUNTING CLERK I

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

ACCOUNTING CLERK II

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

Minimum Education, Experience, and Training. Two years of experience at 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.

KEY PUNCH OPERATOR

DEFINITION

Under general supervision, operates key punch and/or key tape machines to transcribe written data to machine acceptable input media; occasionally operates related and more complicated data processing 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, tax lists 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 source documents for accuracy; verifies keypunched material; operates other related data processing equipment.

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.

SECRETARY I

DEFINITION

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

DUTIES

Types correspondence and other materials; takes and transcribes minutes of meetings, conferences or judicial proceedings, and prepares drafts of proceedings; composes and types routine letters, notices, and other material as follow-up actions; provides information to the public; prepares reports and maintains appointment schedules; maintains and files various records on office activities pertaining to personnel, budgeting, purchasing, and inventory; receives visitors and answers telephone; receives, stamps, and routes incoming mail.

ENTRY REQUIREMENTS

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

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

SECRETARY II

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

BUILDING MAINTENANCE WORKER I

DEFINITION

Under general supervision, performs semi-skilled duties in the maintenance and repair of county buildings, electrical and plumbing systems, heating and air conditioning units, and all equipment.

DUTIES

Installs and repairs conduit and wiring in county buildings; repairs electrical outlets, switches, and cords; repairs leaky faucets and plumbing; repairs or replaces faulty valves, pipes, and equipment involved with the heating and cooling systems; assists in the remodeling and painting of the interior and exterior of county buildings; repairs county buildings' fixtures and equipment; maintains records of materials and supplies used for inventory control; performs related duties as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of methods of equipment repair and maintenance; knowledge of the use of the tools necessary to perform duties; some knowledge of plumbing and electrical systems; ability to understand and follow written and oral instructions; some knowledge of heating and cooling systems; ability to perform moderately heavy manual labor for extended periods.

Minimum Education, Training, and Experience. Some experience in general maintenance work.

BUILDING MAINTENANCE WORKER II

DEFINITION

Under direction, supervises and assists in the maintenance and repair of county buildings, electrical and plumbing systems, heating and air conditioning units, and county buildings' fixtures and equipment.

DUTIES

Inspects buildings for needed maintenance and repair; inspects work performed by subordinates; supervises and assists in the maintenance and repair of electrical systems, plumbing systems, heating and air conditioning units, and building fixtures and equipment; makes recommendations for remodeling and painting of the interior and exterior of buildings and assists in the necessary work; maintains an inventory of supplies and materials used and orders needed supplies; maintains all equipment and tools needed to perform duties; performs related duties as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the methods of the repair and maintenance of equipment and tools; considerable knowledge of heating and cooling systems; considerable knowledge of plumbing and electrical systems; ability to schedule and supervise the work of subordinates; ability to maintain inventory records; ability to establish and maintain effective working relationships with elected officials, contractors, and fellow employees; ability to understand and follow written and oral instructions.

Minimum Education, Training, and Experience. Four (4) years of experience in building maintenance work; (OR) any equivalent combination of education and work experience.

RELIEF DIRECTOR

DEFINITION

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

DUTIES

Assumes direction and control of real and personal property of mentally or physically incompetent patients when appointed fiduciary by a court or other competent authority; locates, inventories, and evaluates assets and accounts; directs the realization of assets, liquidation of liabilities, payment of bills, preparation of federal and state tax returns, and collection and deposit of earnings and social security payments; makes appropriate accounting entries to record financial transactions; pays visits and composes correspondence to county and state institutions to obtain assistance or to clarify or rectify complaints received from clients; disburses money from the County Poor Fund and directs clients to other sources of relief; counsels clients on money management, budgeting, and homemaking subjects; develops and administers office procedures, personnel requirements, and the departmental budget; hires and evaluates office personnel.

ENTRY REQUIREMENTS

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

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

COUNTY ENGINEER

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

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

ASSISTANT TO THE COUNTY ENGINEER

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

Minimum Education, Training, and Experience. 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 I

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

Minimum Education, Training, and Experience. Graduation from high school including coursework in algebra and geometry and some exposure to drafting and surveying techniques (OR) an equivalent combination of education, experience, and training.

ENGINEERING TECHNICIAN II

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

Minimum Education, Training, and Experience. Graduation from high school including coursework in algebra and geometry, and (2) years of experience in drafting, surveying, and inspection (OR) an equivalent combination of education, experience, and training.

ENGINEERING TECHNICIAN III

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

MAINTENANCE SUPERINTENDENT

DEFINITION

Under the general direction of the County Engineer, supervises a wide variety of maintenance and repair activities on county roads, bridges, and culverts within an assigned district; 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, discharges, and disciplinary measures; maintains time and work records and prepares required reports.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, 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 relationships 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.

ROAD MAINTENANCE WORKER

DEFINITION

Under immediate supervision, performs moderate to heavy manual labor in the maintenance of the county road system; operates trucks and light specialized equipment; performs related duties as required.

DUTIES

Repairs cracks and holes in pavement by sweeping loose dirt from pavement base, filling with hot or cold-mix asphalt, and rolling or tamping freshly laid asphalt; erects signs and barricades to insure traffic safety; operates trucks, roller, and other equipment necessary for the performance of duties; may occasionally assist with bridge maintenance and repair work; cuts weeds and brush from roadways using mowers and hand tools; drives truck equipped with blade to remove snow from roads and shoulders; performs related labor as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to understand and follow written and oral instructions; ability to perform routine heavy manual labor for extended periods under adverse weather conditions; ability to establish and maintain effective working relationships with fellow employees.

Minimum Education, Training, and Experience. None.

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

ROAD FOREMAN

DEFINITION

Under general supervision, performs and supervises the maintenance and repair of county roads; performs related work as required.

DUTIES

Inspects the county road system for needed repairs; supervises the maintenance and repair of all county roads; coordinates and may operate the equipment used in these projects including trucks, graders, dozers, backhoes, and endloaders; instructs subordinates in the performance of their work and helps them with difficult problems; teaches subordinates safety procedures and the proper use and care of equipment; maintains operating records and activity reports; erects barricades and signs to insure traffic safety.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the methods, practices, and techniques of road construction and maintenance; considerable knowledge of the related equipment and necessary safety measures; ability to organize, supervise, and inspect the work of subordinates; ability to maintain operating records and reports; ability to understand and follow written and oral instructions; 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 road maintenance and construction 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 rusting or weathering; replaces and repairs culverts and keeps them open; operates trucks, backhoes, endloaders, welders, and other equipment necessary for bridge maintenance work; assists in removal of snow from county roads; erects barricades and signs to insure traffic safety.

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 general supervision, performs and supervises the maintenance and repair of county bridges; performs related work as required.

DUTIES

Supervises the construction, maintenance and repair of bridges; coordinates the use of equipment in these projects including trucks, dozers, draglines, backhoe, and end loaders; inspects finished work for conformance to safety requirements; offers suggestions to subordinates and instructs them on difficult problems; teaches subordinates safety procedures and the proper use and care of equipment; maintains operating records and time sheets; interviews applicants and recommends employment of personnel; requisitions materials and supplies as needed; maintains inventories and prepares activity reports; erects barricades and signs to insure traffic safety.

ENTRY REQUIREMENTS

Required Abilities, Knowledges, and Skills. Considerable knowledge of the methods, techniques, and practices of bridge construction and maintenance; considerable knowledge of related equipment and safety practices; ability to plan, organize, assign, supervise, and inspect the work of subordinates; ability to understand and implement oral and written instructions; ability to maintain and present operating records and reports; skill in the application of construction and maintenance methods and practices; 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 work; (OR) an equivalent combination of training and experience.

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

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; may use acetylene or electric arc welding equipment as needed; 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.

EQUIPMENT OPERATOR I

DEFINITION

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

DUTIES

Drives motor patrol and regulates the height and angle of patrol blade with a series of levers; drives patrol in successive passes to level surfaces to specified 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 preventative maintenance and adjustments to patrol; operates, on occasion, other special pieces of equipment such as endloader, backhoe, dozer, excavator, and draglines; drives and operates trucks as needed; assists in laying culverts and putting in drainage tubing under roads and driveways; cuts brush and weeds; and helps erect and take down snow fence; performs manual labor as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the mechanical operations of the motor patrol and other equipment operated; knowledge of operating hazards and of applicable safety precautions; some knowledge of the techniques of road and bridge 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; may serve 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, trucks, 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; serves 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 maintenance; ability to understand and follow written and oral instructions; ability to instruct subordinates in the completion of assigned tasks; ability to train subordinates in the operation of specialized equipment to serve as back-up operators; ability to establish and maintain effective working relationship with fellow workers.

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

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

TRUCK OPERATOR

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; performs routine mechanical maintenance of equipment operated; operates other equipment such as endloaders, maintainers, backhoes, and dozers as necessary; assists in laying culverts and putting in drainage tubing under roads and driveways; assists in patching black-top roads; cuts brush, erects snow fences, 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.

CARE FACILITY ADMINISTRATOR

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

ASSISTANT CARE FACILITY ADMINISTRATOR

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

MENTAL HEALTH UNIT ADMINISTRATOR

DEFINITION

Under the administrative direction of the Board of Supervisors, administers the activities of the Mental Health Unit of the County Care Facility; performs related work as required.

DUTIES

Plans, develops, and supervises the rehabilitative, educational, and recreational programs and activities of the Mental Health Unit; confers with staff members to establish operational and personnel policies and regulations for the unit; screens all potential employees and makes the final approval of all employee appointments or terminations; develops and maintains the necessary operational records for patients and employees; compiles and analyzes operational statistics for the preparation of the unit's budget and required reports; prepares monthly staffing schedules; provides periodic in-service training sessions for the staff; confers with physicians, Nurses, and other professionals to determine the needs of specific patients and ensures that these needs are attended to; counsels troubled patients; establishes objectives and policies to ensure that quality nursing service and patient care are provided.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Extensive knowledge of the principles, methods, and practices associated with the operation of a mental health care unit; knowledge of health delivery principles and practices; knowledge of current developments, literature, and information concerning mental health care provision; knowledge of the special problems of mentally unstable or retarded patients and of approved methods of dealing with these problems; ability to plan, coordinate, and supervise the work of a staff of Nurses and Attendants; ability to communicate ideas concerning policies and services clearly and effectively in written and oral forms; ability to establish and maintain effective working relationships with employees, patients, and the public.

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

NURSE

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

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

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

CHARGE NURSE

DEFINITION

Under direction, performs supervisory functions and provides nursing service in a designated area during a designated shift; performs related work as required.

DUTIES

Assumes responsibility for all aspects of the assigned area; plans, trains, directs, and assists subordinates in caring for and treating patients of the unit; receives and orients personnel assigned to area; gives informal instructions regarding suitable methods and techniques of patient care; assists in evaluation and performance rating of subordinates; upon call, provides physicians and doctors with information regarding conditions and progress of specific patients; gives all types of oral, intra-muscular, and other medication and records its administration; gives professional nursing assistance to patients; supplements physician's instructions by demonstrating and explaining to patients the therapies, medications, and treatments prescribed; observes patients for changes in condition and charts patient's progress.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of professional nursing theory and practice; knowledge of the techniques of supervision as they apply to nursing; ability to understand and follow oral and written instructions and to transmit instructions to subordinate personnel in detail; ability to establish and maintain effective working relationships with patients, families, physicians, and employees; ability to observe and report on patient's progress; ability to maintain and interpret records and reports; ability to act quickly and calmly in emergency situations; ability and skill in demonstrating and explaining nursing techniques to subordinate personnel.

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 requirements of the laws of the State of Iowa.

ATTENDANT

DEFINITION

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

DUTIES

Assists residents in dressing, undressing, and bathing; assists residents in taking care of their personal hygiene needs; checks on residents during residents' sleeping hours; encourages and supervises resident participation in activities and therapeutic programs; changes residents' bed linens; moves furniture to allow scrubbing of floors; assists residents in keeping their rooms and personal belongings in order; takes dirty clothing and linens to the laundry and delivers the clean laundry to residents' rooms; checks the condition of residents' clothing and sees that residents are appropriately dressed; assists residents with meals by serving food and helping individual residents with their food; cleans and sanitizes bathrooms and bathroom fixtures; observes and reports any changes in residents' behavior or attitude to the Nurses; performs related duties as required.

ENTRY REQUIREMENTS

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

Minimum Education, Training, and Experience. None.

Required Special Qualifications. Pass annual physical examination.

ACTIVITIES COORDINATOR

DEFINITION

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

DUTIES

Assesses abilities and interests of residents through observation and knowledge of geriatric and retarded residents and accordingly, plans recreational activities which will provide the greatest amount of resident participation and therapeutic value; provides residents with materials, demonstrates methods, encourages participation, and assists residents in activities; plans and organizes parties, movies, games, and crafts for residents; posts planned activities well in advance and encourages participation; engages speakers and performers and contacts civic groups as potential sources of activities and volunteers; plans, directs, and participates in outdoor activities such as picnics, trips, walks, and family parties; plans special holiday projects; maintains data on residents' contacts, reactions, and capacity to participate in various activities; consults with appropriate staff members to evaluate performance and progress of residents; participates in the planning and budgeting for activities, equipment, and supplies; supervises the activities of volunteers; performs related duties as required.

ENTRY REQUIREMENTS

Required Knowledges, Ability, and Skills. Thorough knowledge of available resident activities; knowledge of recreational and therapeutic needs of geriatric and retarded residents; knowledge of games, crafts, and other activities suitable for such residents; ability to exercise initiative and good judgment in adopting programs to the needs of the individual resident or the group; ability to work well with residents, nursing staff, Activity Aides, and the public; ability to recruit volunteers by being familiar with the community and its resources, ability to guide and supervise Activity Aides and volunteer workers, ability to plan and coordinate activities; ability to observe residents and note their reactions and attitudinal changes; skill in performing craft activities, such as art, hobbies, sewing, and related activities.

Minimum Education, Training, and Experience. Considerable experience as a recreation leader or group activities worker.

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 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, piercing with fork to determine degree of doneness; washes, peels, cuts, and shreds vegetables and fruits; bakes bread, rolls, cakes, and pastries; serves the meals to the residents; instructs the resident kitchen help in the performance of their duties; participates in the work of cleaning dishes, cooking equipment, kitchen, and refrigerators; cans fruits and vegetables.

ENTRY REQUIREMENTS

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

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

Required Special Qualifications. Pass annual physical examination.

COOK SUPERVISOR

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

Minimum Education, Training, and Experience. 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.

HOUSEKEEPER

DEFINITION

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

DUTIES

Sweeps, mops, and waxes floors; dusts and cleans furniture and fixtures; vacuums carpets and rugs; empties waste baskets and trash receptacles; cleans and polishes mirrors and metal fixtures; washes windows and window sills; cleans closets and cupboards; scrubs doors and walls; washes and sanitizes all door knobs and grip rails; cleans and sanitizes all bathroom fixtures; operates and maintains all equipment necessary for the performance of duties; maintains records of cleaning supplies and materials used; instructs resident helpers in the proper performance of cleaning duties; assists in mending and marking of residents' clothing; launders special and delicate articles of clothing; operates the mangle; supervises and helps fold and stack linens.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of cleaning materials, methods, equipment, and procedures; ability to understand and follow written and oral instructions; ability to perform light to moderately heavy cleaning chores for extended periods; ability to instruct others in the performance of cleaning duties; ability to maintain respect for the residents and their belongings; ability to exercise care for the safety of the residents and staff at all times during the performance of duties; ability to work with the residents and staff.

Minimum Education, Training, and Experience. Some experience in performing routine housekeeping duties.

Required Special Qualifications. Pass annual physical examination.

LAUNDRY WORKER

DEFINITION

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

DUTIES

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

ENTRY REQUIREMENTS

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

Minimum Education, Training, and Experience. None.

Required Special Qualifications. Pass annual physical examination.

FARM MANAGER

DEFINITION

Under general supervision, performs the duties associated with the care and maintenance of the lawn, garden, livestock, and buildings; drives the van for residents' appointments.

DUTIES

Prepares garden for planting including plowing and discing earth using tractor; plants crop, removes weeds, and sprays plants; supervises and assists resident workers in the harvesting of the crop; tends the livestock by observing their general condition, administering simple medication, watering, and feeding; mows the lawn, trims trees and shrubbery, and performs other routine yard work; repairs and paints farm buildings and fences; drives the van for residents' appointments, shopping trips, and excursions; performs routine maintenance on all equipment operated; performs related duties as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the methods, practices, and techniques of crop production; knowledge of the proper care and treatment of livestock; ability to understand and follow written and oral instructions; ability to perform heavy manual labor for extended periods; ability to deal sympathetically and tactfully with residents while performing duties; ability to establish and maintain effective working relationships with other employees, residents, and the public.

Minimum Education, Training, and Experience. Some experience in farming, gardening, and maintenance work.

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