September 30, 2010

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, October 7, 2010
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Request to create the following classification:

CLASS CODE	CLASS TITLE	PROPOSED PAY GRADE
2306	Juvenile Court Administrator	C18 ($51,305.28 – $65,717.60)

ITEM 2: Request to amend Rule 5.3 of the Personnel Rules – Filing Applications.

ITEM 3: Request to amend Rule 6.5 of the Personnel Rules – Selection of New Employees.

ITEM 4: Election of Chair.

ITEM 5: Election of Vice-Chair.

ITEM 6: Miscellaneous Discussion.

pc: Department Heads

LANCASTER COUNTY
JUVENILE COURT ADMINISTRATOR

NATURE OF WORK

This is responsible administrative work participating in the overall direction and coordination of Juvenile Court functions.

Work involves responsibility for facilitating departmental management by performing a variety of administrative responsibilities. Work includes working on special projects as assigned by the Judges; making counsel appointments in abuse/neglect cases; serving as the Court's liaison with other agencies; participating in the preparation and administration of the budget; and overseeing subordinate staff. General supervision is received from the Juvenile Court Judges. Supervision is exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Perform special projects as assigned by the Judges.

Make counsel appointments in abuse/neglect cases; coordinate and oversee contract appointments; appoint attorneys accordingly; compile data.

Serve as the Court's liaison with all local, county and state departments and agencies; attend meetings as court representative, compose and sent notices to attorneys and agencies on behalf of the Court.

Examine existing departmental operations and recommend and develop necessary improvements in administrative planning and organization, work flow, reporting structures and cost controls; resolve routine departmental problems in accordance with established departmental policies and procedures.

Compile and calculate statistical data in the preparation and administration of the annual budget; maintain reporting systems for financial applications and answer budget inquiries; review and approve routine budgetary expenditures.

Administer the personnel system within the department including processing personnel actions and advising supervisors on personnel matters as needed; interview, hire and evaluate subordinate staff; organize and assign work to subordinate staff members.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management, organizational structure and employee development.

Considerable knowledge of the principles, methods, and practices of County finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public or business administration or related field; and considerable experience in a responsible administrative and supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration or related field or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

8/2010

PS2306

5.3 Filing Applications (Revised 10/10)

(a) All applications shall be made on forms provided by the Personnel Officer and must be filed with the Personnel Officer on or prior to the closing date specified in the announcement~~, or postmarked before midnight of that date~~. For those classes for which there is to be continuous recruitment, a statement shall be included in the announcement to the effect that applications will be received until further notice. Such applications may require information concerning education, experience, references, and other pertinent information. All applications shall be signed, and the truth of the statements contained therein certified by such signatures. Applicants must meet the minimum qualifications specified in announcements as to training and experience, but in no case shall admittance to the examination constitute assurance of a passing grade in the evaluation of training and experience if the same is a part of the examination.

(b) It shall be the responsibility of applicants to notify the Personnel Department in writing of any change in address or other change affecting availability for employment. However, the Personnel Officer may use any methods to determine at any time the availability of applicants.

6.5 Selection of New Employees (Revised 10/10)

(a) In making appointments from the open-competitive list, the Department Head shall select from the certified list of eligibles, exclusive of the names of those persons:

(1) who decline appointment or request that they not be considered for appointment;

(2) who fail to reply within a specified period of the written request of the Department Head for an interview, or fail to appear for an interview which they have arranged with the Department Head;

(3) who accept an appointment and fail to present themselves for duty at the time and place agreed to without giving reasons for the delay satisfactory to the Department Head; or

(4) to whom the Department Head offers an objection in writing based on Rule 5.4, or 6.10, and which objection is sustained by the Personnel Officer.

(b) The certified eligible list may have ~~five (5)~~ ten (10) names of eligibles if available, in the case of one (1) vacancy with two (2) additional names for each additional vacancy, plus the names of all individuals who have the same whole number ranking as the individual ranking lowest on the certificate.

(c) The final selection by the Department Head shall be reported to the Personnel Officer. At the same time, the Department Head shall indicate the disposition of the other names listed and shall forward to the Personnel Officer for permanent record evidence of the nonavailability of any eligible passed over for that reason.

(d) If, in the exercise of his choice, the Department Head passes over the name of an eligible on a list in connection with two (2) separate appointments which he has made from the lists, written request may be made of the Personnel Officer that the name of such eligible be omitted from any subsequent certifications from the same list to the same Department Head. If the Personnel Officer sustains such request, the name of such eligible shall thereafter not be certified to that Department Head from that list for other vacancies in that class of positions.