

August 30, 2012

**TO:** County Personnel Policy Board Members

**SUBJECT:** Personnel Policy Board Meeting  
Thursday, September 6, 2012  
1:30 p.m., Commissioners Hearing Room  
County-City Building, Room 112

**A G E N D A**

ITEM 1: Request to revise and change the pay grade of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
5765	Jail Administrator	(C23) \$62,456.16 - \$79,998.88	(C26) \$69,444.96 - \$88,955.36

ITEM 2: Request to change the class title and pay grade, and to revise the following classification:

<u>FROM</u>	<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>
	2930	Real Estate Supervisor	(C11) \$40,857.44 - \$52,330.72

<u>TO</u>	<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>
	2930	Real Estate Manager	(C13) \$43,848.48 - \$56,170.40

ITEM 3: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
2920	Motor Vehicle Manager (C13)

ITEM 4: Miscellaneous Discussion

pc: Mike Thurber  
Andy Stebbing

## LANCASTER COUNTY JAIL ADMINISTRATOR

### NATURE OF WORK

This is administrative and professional work developing, supervising and coordinating services and programs within the County Department of Corrections.

Work involves responsibility for administration and coordination of all activities, personnel, facilities and programs within a division of the Department of Corrections. Work also includes the coordination of correctional activities with all elements of the criminal justice system including state and local law enforcement agencies, judicial systems, and the general public. An employee in this class works with considerable independence complying with established policies and guidelines. Supervision is received from the Corrections Administrator with work reviewed in the form of reports, conferences, and day-to-day operational effectiveness. Supervision is exercised over subordinate jail staff members.

### EXAMPLES OF WORK PERFORMED

Supervise, direct and evaluate the work of Correctional training, facility maintenance and records management personnel; plan and assign the work of subordinate personnel.

Plan, coordinate and implement security and custodial programs; develop and evaluate programs to promote inmate welfare and improve correctional services; analyze data and institute changes necessary to ensure proper and efficient management of Department facilities.

Resolve routine departmental problems in accordance with established policies and procedures; coordinate correctional activities with state and local law enforcement agencies, judicial systems and the general public; respond to complaints or requests from inmates, families, attorneys or the courts concerning inmate status or the actions of correctional staff; prepare required reports and compose correspondence as necessary.

Prepare annual budget for the jail complex; review and approve routine budgetary expenditures; operate within approved budgetary guidelines.

Develop and maintain operational policies and procedures for jail complex; make routine and non-routine inspections of the facility to ensure procedures are equitably and properly enforced and programs delivered as scheduled and assigned; oversee compliance with Federal, State and local statutes regarding facility operation and administration.

Assume designated Corrections Administrator's responsibilities in their absence or as directed.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of state and local laws and regulations pertaining to the operation of a correctional facility.

Considerable knowledge of correctional institution management practices of administration and execution of the legal process.

Considerable knowledge of research and analytical methodologies as they pertain to residential correctional operations and penology.

Knowledge of the principles and methods used in public budgeting.

Ability to plan, assign and evaluate the work of subordinate facility staff members.

Ability to develop, implement and evaluate programs established to meet departmental goals and objectives.

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.

Ability to establish and maintain effective working relationships with law enforcement and governmental officials, co-workers, and the general public.

## DESIRABLE TRAINING AND EXPERIENCE

~~Graduation from an accredited four year college or university with major course work~~ Master's degree in public administration, criminal justice, sociology or related field, plus considerable experience in correctional institution management in a responsible supervisory capacity.

## MINIMUM QUALIFICATIONS

~~Graduation from a senior high school with college level course work~~ Bachelor's degree from an accredited college or university in public administration, criminal justice, sociology or related field plus experience in correctional institution management in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Revised ~~5/97~~ 9/12

PS5765

LANCASTER COUNTY  
REAL ESTATE SUPERVISOR MANAGER

#### NATURE OF WORK

This is responsible managerial work coordinating, directing and supervising the activities of the Real Estate division.

Work involves planning, organizing and evaluating the work performed by subordinate personnel, coordinating office work flow and assisting in the development and administering the operating policies and procedures for the Real Estate division. Work also involves synthesizing information into a daily and monthly balanced financial statement, calculating and generating payment vouchers for the County and processing payroll for all Real Estate, Driver's Licensing and Motor Vehicle personnel. The individual within this classification is responsible for the Real Estate's division personnel activities including requisitioning and arranging interviews, planning new employee training and maintaining office supply inventory.

This individual is expected to demonstrate independent judgment and autonomy in managing day-to-day work operations. Supervision is exercised over all subordinate accounting staff. General supervision is received from the Chief Deputy County Treasurer.

#### EXAMPLES OF WORK PERFORMED

Coordinate the service provision and work flow activities of the Real Estate office; plan, organize and evaluate the work performed by subordinate personnel; requisition and arrange interviews for vacant positions; plan and arrange new employee training; assist in developing and administering the operating policies and procedures for the Real Estate division.

Obtain, synthesize and reconcile collection and distribution monies into daily and monthly financial statements; identify and assign collected fees/taxes to appropriate funds/taxing districts; verify information in the form of printouts and reports; calculate and generate payment vouchers for State of Nebraska or legislated entities; determine the need for investment action and transfer monies as needed; organize and maintain the division's computerized and written financial statements and documents.

Process payroll for all Real Estate, Driver's Licensing and Motor Vehicle personnel; maintain payroll and personnel records for the Real Estate division; provide technical guidance in resolving customer problems or questions.

Order and maintain office supply inventory and equipment; prepare routine financial and budget reports, as directed; participate in special projects as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of accounting principles and practices including their application to public budgets and accounting.

Thorough knowledge of modern office practices, procedures, equipment and clerical techniques.

Considerable knowledge of automated financial systems and their applications to public accounting.

Ability to plan, organize, supervise and evaluate the work of subordinate staff.

Ability to apply advanced accounting principles to the maintenance of fiscal and accounting records.

Ability to make complex and varied mathematical computations and tabulations with speed and accuracy.

Ability to establish and maintain effective working relationships with coworkers, County officials, banking representatives and the general public.

Ability to communicate effectively both orally and in writing.

Ability to organize and maintain computerized and written complex financial records.

DESIRABLE TRAINING AND EXPERIENCE

~~Associate's degree or equivalent~~ Bachelor's degree from an accredited college or university in accounting or finance with thorough experience in reconciling fiscal records including experience supervising clerical or accounting personnel.

MINIMUM QUALIFICATIONS

~~Graduation from a senior high school or equivalent supplemented by course work~~ Bachelor's degree from an accredited college or university in accounting or finance with considerable experience in reconciling fiscal records including experience supervising clerical or accounting personnel or any equivalent combination of training or experience which provides the desirable knowledge, abilities and skills.

~~4/97~~ 9/12

## LANCASTER COUNTY MOTOR VEHICLE MANAGER

### NATURE OF WORK

This is responsible managerial work coordinating, directing and supervising the activities of the Motor Vehicle division including registration, titling, assessment and driver's licensing.

Work involves planning, organizing and evaluating the work performed by subordinate personnel, coordinating work flow and reporting structures, and developing and administering the operating policies and procedures for the motor vehicle division. Work also involves responsibility for ensuring the operational status of the computer network, facilitating building security and authorizing building maintenance. An employee within this classification is responsible for ordering and maintaining the division's supply inventory, preparing budget reports and monitoring budget compliance, and providing technical guidance in resolving complex or irregular customer problems or demands.

The individual is expected to demonstrate Independent judgment and autonomy in managing day-to-day work operations. Supervision is exercised over the Motor Vehicle Coordinator, Motor Vehicle Clerks, Motor Vehicle Specialists, Driver's License Clerks and maintenance and accounting staff. General supervision is received from the Chief Deputy County Treasurer.

### EXAMPLES OF WORK PERFORMED

Coordinate the service provision and work flow activities encompassing Motor Vehicle registration, titling, assessment and driver's licensing; plan, organize and evaluate the work performed by subordinate personnel; interview, hire and assign work to subordinate staff; assist in the interpretation of Federal, State and local laws and regulations and ensure personnel compliance through communicated operational policies and procedures.

Ensure ongoing operational status of division's computer network; guarantee building security including opening and closing the primary motor vehicle facility, ensuring safe access into the building and authorizing necessary building maintenance and repairs; order and sustain necessary motor vehicle supplies and inventory; facilitate and maintain vendor agreements.

Prepare budget reports and monitor budget compliance; facilitate and confirm daily receipt balances; collaborate time sheets and leave requests and complete biweekly payroll report; participate in special projects as assigned.

Provide technical guidance in resolving complex or irregular customer problems or demands; act as liaison with other County Departments concerning motor vehicle activities and programs; provide motor vehicle personnel support as needed.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of office practices, procedures and equipment.
- Thorough knowledge of motor vehicle laws, regulations and requirements.
- Considerable knowledge of vehicle types, models and assessment methodologies.
- Knowledge of computer hardware and operating systems.
- Knowledge of accounting principles and methods.
- Ability to plan, organize, supervise and evaluate the work of subordinate staff.
- Ability to make operational and management decisions in response to various work situations and in emergencies.
- Ability to establish and maintain effective working relationships with coworkers, government officials, vendors and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to read and interpret federal, state and local statutes and standards pertaining to motor vehicle purchase, use, sale and collateral.

## DESIRABLE TRAINING AND EXPERIENCE

~~Graduation from a senior high school or equivalent~~ Bachelor's degree from an accredited college or university in business administration, accounting, or related field with thorough experience in managing a clerical environment involving considerable public contact including considerable supervisory experience.

## MINIMUM QUALIFICATIONS

~~Graduation from a senior high school or equivalent~~ Bachelor's degree from an accredited college or university in business administration, accounting, or related field with considerable experience in managing a clerical work environment involving considerable public contact including supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

4/97 9/12

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