

FTE Ask Executive Summary

A. Position Description & Dept: 1-Criminal Deputy Position
(Attach Job Description)

Pay Scale and Pay Range: _____

B. What is the TOTAL cost to Morrow County?

Wages & Benefits Requested new position: Criminal Deputy

The pay range for a Criminal Deputy: **\$4,092 to \$5,354 per month plus benefits.**

The Criminal Deputy pay scale is requested to be 5% more than the patrol deputy position based on the nature of the work, training and experience. Below is what the pay scale would look like. Note this is a substantial difference (**decrease**) in pay verses the past Detective Position.

<u>Criminal Deputy:</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
INTERMEDIATE I	\$4,215	\$4,425	\$4,647	\$4,879	\$5,123	\$5,379
ADVANCED A.	\$4,321	\$4,537	\$4,764	\$5,002	\$5,252	\$5,514

Equipment, such as vehicles, computers, cell phones, desk, uniforms, etc.

Criminal Deputy: Position would require a new outfitted patrol vehicle, not the same as an outfitted Patrol vehicle. \$26,500 initial cost. Vehicle doesn't have an in-car computer. Deputy uniforms, equipment and firearms estimate \$6,000.00 initial cost. \$32,500 total estimate cost to outfit a criminal Deputy.

Total _____

C. FTE History for the last three (3) years. (Example: FY 16/17 5.25 FTE)

1. 17-18--- 35 FTE (SRO)
2. 16-17--- 34 FTE (SRO)
3. 15-16--- 31 FTE (Dispatch, Admin Asst. Traffic Deputy)

Personnel Services History for the last three (3) years.
(Example: FY 16/17 \$264,707; FY 15/16 \$244,544; FY14/15 \$235,602)

	<u>Budget</u>	<u>Actual</u>
<u>1. 17-18</u>	\$2,936,400.00	
<u>2. 16-17</u>	\$2,795,740.00	\$2,699,299.00
<u>3. 15-16</u>	\$2,443,928.00	\$2,414,872.00
<u>4. 14-15</u>	\$2,238,432.00	\$2,271,026.00

D. Where will the position be located physically? Is there space for them?

This position will be working out of the Heppner and Irrigon Offices providing public safety and security county wide...

E. What is the benefit to Morrow County? And the citizens of Morrow County?

This position will be providing public safety and security county wide. This is a benefit to all Morrow County and all persons who visit, travel in, work in or live in Morrow County. It is important to provide law enforcement services 24 hrs. a day, 7 days a week for Morrow County. Morrow County is a large county with a lot of road miles. It is important to have deputies working the north and south end of the county for public safety and security, not to mention officer safety.

Adding this Criminal Deputy position would give more time for case investigation, follow up and interviews. The Criminal Deputy would be investigating major crimes, sex crimes, property crimes and assisting with code enforcement follow up. These cases are time consuming, involve multiple contacts, in-depth investigations and court testimony. Not an incident that is completed in one shift and many times takes weeks of investigation. By not having a Criminal Deputy to assist the Criminal Sgt. we often have to pull a patrol deputy to help complete these investigations. Not to mention the Ops Lt and Undersheriff assist with these cases and personnel is spread thin.

County coverage is affected by Sick leave, vacation, training, court, transports and if any employee is injured or out for a period of time. I have provided schedules in a few different formats attempting to show the coverage and operational need for these three positions. We are transparent as possible with the information we can legally release. I have to keep in mind public safety and officer safety when releasing information, schedules or procedures.

FTE Ask Executive Summary

- A. **Position Description & Dept.** 2-Patrol Deputy Positions
(Attach Job Description)

Pay Scale and Pay Range _____

- B. **What is the TOTAL cost to Morrow County?**

Wages & Benefits: This information depends on where the person hired is placed on the attached pay scale. Example a person with less experience will be lower on the pay scale and a person with more training and experience, one would expect, would be higher on the pay scale. The pay range for a Patrol Deputy is: **\$3,613.00 to \$5,099.00 per month plus benefits.**

Equipment, such as vehicles, computers, cell phones, desk, uniforms, etc.

2-Patrol Deputies. Positions would require new outfitted patrol vehicles. Estimated cost of \$32,00.00 each initial cost. Vehicles are replaced every three years, vehicle equipment is reused and replaced as needed, in car computers are replaced on a six year cycle (no increase to current budget for computer) deputy uniforms, equipment and firearms estimate \$6000.00 initial cost.

\$74,000.00 total estimate cost to outfit two patrol deputies including vehicles

Total _____

- C. **FTE History for the last three (3) years. (Example: FY 16/17 5.25 FTE)**

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4. 14-15 \$2,238,432.00 \$2,271,026.00

- D. **Where will the position be located physically? Is there space for them?**

Yes, all three positions will be working out of the Heppner and Irrigon Offices providing public safety and security, county wide.

- E. **What is the benefit to Morrow County? And the citizens of Morrow County?**

This is a benefit to all Morrow County and all persons who visit, travel in, work in or live in Morrow County. It is important to provide law enforcement services 24 hrs. a day, 7 days a week for Morrow County. Morrow County is a large county with a lot of road miles. It is

important to have deputies working the north and south end of the county for public safety and security, not to mention officer safety.

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Criminal Division	MONTH/YEAR:			July-Dec 2017	
Employee					Totals
Activity					
Opened Cases					46
Closed Cases					29
Unfounded					8
Sex Crimes					62
Property Crimes					14
Assaultive Crimes					7
Felony Crimes					45
Misdemeanor Crimes					10
Arrests					5
Search Warrants					0
Major Crimes Callouts					3
Death Investigations					8
Deputy Assists					85
Deputy Backup Only					31
Training Hours					228
Evidence Hours					143
Court Security Hours					0
Civilian Presentations/Classes					2
Backgrounds					4
DHS Visists					16
Backup					0
Patrol Calls					148
Patrol Shifts					21
Total Hours Worked					2,307
Irrigon Patrol					114.5
Heppner Patrol					119
Ione Patrol					22.5
Lexington Patrol					0
OHV Park Patrol					0
	Open Cases		Closed Cases		Remaining
Beginning Balances:					
This Month:					
Totals:	46		29		9

Criminal Division	MONTH/YEAR:			2018	
Employee					Totals
Activity					
Opened Cases					13
Closed Cases					9
Unfounded					2
Sex Crimes					5
Property Crimes					0
Assaultive Crimes					1
Felony Crimes					6
Misdemeanor Crimes					9
Arrests					6
Search Warrants					1
Major Crimes Callouts					0
Death Investigations					1
Deputy Assists					18
Deputy Backup Only					7
Training Hours					2
Evidence Hours					21
Court Security Hours					47.5
Civilian Presentations/Classes					1
Backgrounds					1
DHS Visists					6
Backup					3
Patrol Calls					32
Patrol Shifts					1
Total Hours Worked					374.5
Irrigon Patrol					21.5
Heppner Patrol					1
Ione Patrol					3
Lexington Patrol					1
OHV Park Patrol					0
	Open Cases		Closed Cases		Remaining
Beginning Balances:					
This Month:					
Totals:	13		9		4

CURRENT

- 1. Sheriff Matlack **Elected Official**
- 2. Undersheriff Bowles **Administration**
- 3. Lt. Harper **Manager**
- 4. Sgt. Rayburn **Supervisor**
- 5. Sgt. Percy **Supervisor**
- 6. Sgt. Snyder **Criminal**
- 7. Deputy Crowell **BENT**
- 8. Deputy Braun **Traffic**
- 9. Deputy Carter **Temp Criminal**
- 10. Deputy Jundt **Patrol**
- 11. Deputy Neubert **Patrol**
- 12. Deputy Siex **SRO**
- 13. Deputy Madrigal **Heppner**
- 14. Deputy Cooney **Heppner**
- 15. Deputy Haak **Irrigon**
- 16. Deputy Bose **Patrol**
- 17. Deputy Morris **SRO**
- 18. Deputy Speer **Patrol**

REQUESTING

- 1. Sheriff Matlack **Elected Official**
- 2. Undersheriff Bowles **Administration**
- 3. LT. Harper **Manager**
- 4. Sgt. Rayburn **Supervisor**
- 5. Sgt. Percy **Supervisor**
- 6. Sgt. Snyder **Criminal**
- 7. Deputy Crowell **BENT**
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- 10. Deputy Jundt **Patrol**
- 11. Deputy Neubert **Patrol**
- 12. Deputy Siex **SRO**
- 13. Deputy Madrigal **Heppner**
- 14. Deputy Cooney **Heppner**
- 15. Deputy Haak **Irrigon**
- 16. Deputy Bose **Patrol**
- 17. Deputy Morris **SRO**
- 18. Deputy Speer **Patrol**
- 19. New Criminal **Criminal**
- 20. New South Deputy **Patrol**
- 21. New Deputy **Patrol**

OPERATIONS

- 1. Sheriff
- 2. Undersheriff/ EM
- 3. Ops. Lt
- 4. Patrol Sgt
- 5. Patrol Sgt
- 6. Criminal Sgt
- 7. Bent
- 8. Traffic
- 9. Patrol
- 10. Patrol
- 11. Patrol (Out)
- 12. SRC
- 13. Patrol
- 14. Patrol
- 15. Patrol
- 16. Patrol (Out)
- 17. SRC
- 18. Patrol (Academy)

COMMUNICATIONS

- 1. Comm. Lt
- 2. Comm. Sgt
- 3. Dispatcher
- 4. Dispatcher
- 5. Dispatcher
- 6. Dispatcher
- 7. Dispatcher
- 8. Dispatcher
- 9. Dispatcher
- 10. Dispatcher

Since 2002, MCSO has Added

- 4- Parole/ Probation
- 2- SRO's
- 1-Traffic
- 1-Patrol Sgt.
- 1-Dispatcher
- 1- Administrative Lt.

ADMINISTRATIVE

- 1. Admin. Lt
- 2. Civil Sgt
- 3. Records/ CHL/ Civil

PROBATION

- 1. PB Lt
- 2. PB Deputy (Out)
- 3. PB Deputy
- 4. W/C

Part Time/ Seasonal

- 1. OHV
- 2. OHV
- 3. Marine
- 4. Court Sec.
- 5. Court Sec.

Currently MCSO has 35.1 fulltime employees and 5 part time/ seasonal employees.

We need to add 1-Criminal Deputy, 2-Patrol Deputies. If this recommendation is granted the total would be 38.1 fulltime employees and 5 part time/ seasonal employees.

MON-THUR

Day

5am-3pm

Heppner

8am-6pm

Swing

2pm-12am

Sgt.

10am-8pm

Traffic

Various

Night

7pm-5am

South Patrol Wed-Sat

2pm-12am

THUR-SUN

Day

5am-3pm

Heppner

4pm-2am

North Patrol Wed-Sat

6pm-4am

Swing

2pm-12am

Sgt.

10am-8pm

Night

7pm-5am

The City of Heppner pays for two deputy positions and two vehicles every three years. **\$173,550.25**
vehicles run from **\$26,500.00-\$30,000.00**

The City of Irrigon pays for one deputy position and one vehicle every three years. **\$76,000.00** vehicles
run from **\$26,500.00-\$30,000.00**

P&P receives **1.2 million** for two years to cover the cost of running P&P. **4 positions**

911 Funds are from the State OEM (Oregon Emergency Management) **\$262,300.00**

Dispatch fees from county agencies total **\$78,125.00**

Emergency Management receives Hanford and CGS grants yearly for **\$13,600.00**

Emergency Management receives EMPG2017 for **\$38,525.00** predicted to be over **\$60,000.00** for
EMPG2018

Plus grants to cover the cost of Manuals and response plans. Two for **\$10,000.00** each over the last year.

State Marine Board **\$34,320.00** plus they purchase the boats. **\$60,000.00-\$70,000.00**

Forest Patrol Grant	\$3,137.00
ATV Grant	\$32,000.00
CCS	\$10,000.00
DUII	\$7,500.00
Seatbelt	\$7,500.00
Court Security	\$32,000.00
Speed Grant	\$2,895.00
OT Reimbursements	\$30,000.00

Plus misc. equipment grants as discovered.

MCSO Revenue nearly \$700,000.00

911 \$262,800.00

P&P \$1.2 Million for two years

EM \$60,000.00

Est. yearly revenues \$1,622,800.00

Not including fines generated throughout the year.

P&P covered by the state and \$100,000.00 of the SRO's is covered by the schools.



Human Resources

P.O. Box 788 • Heppner OR 97836
(541) 676-5620

Karen Wolff
Human Resources Director
kwolff@co.morrow.or.us

NOTICE OF DECISION

TO: Darrell Green, County Administrator
FROM: Karen Wolff, Human Resources Director
DATE: March 26, 2018
RE: 2018 Reclassification Summary – Veteran's Office

At your request, the Veteran's Service Officer position has been included in the 2018 Reclassification process for the 2018-2019 Fiscal Year.

Veteran's Service Officer

The Veteran's Service Officer position is represented by AFSCME and is currently on Pay Range 6 of the General Employee Wage Scale.

The Job Description for this position has been updated, adding supervisory responsibilities for one employee, Office Assistant (Veteran's). A copy of the updated Job Description is attached to this memo.

The JobMeas© evaluation system placed the Veteran's Service Officer on Pay Range 10 of the General Employee Wage Scale. A copy of the JobMeas™ evaluation is attached to this memo.

Other positions on Pay Range 10 include: Legal Secretary (DA).

Based on the JobMeas© evaluation I recommended to the Board of County Commissioners on March 28, 2018 to place the Veteran's Service Officer position on Pay Range 10 of the General Employee wage scale effective July 1, 2018.

The current Veteran's Service Officer is on Step E of Pay Range 6. The Veteran's Service Officer will be placed on Step E of Pay Range 10 effective July 1, 2018.

If you are not satisfied with this decision, you may pursue a Request For Review, as outlined in the Morrow County Personnel Policies, Section 6.4.

Attached to this memo is the JobMeas™ formula and the current Job Description. If you have any questions on the summary information, please contact me and we will set a time to review everything.

If everything appears to be in order and there are no further questions, please provide this information to your employee. Once everything has been reviewed with them, ask them to sign the Job Description and return the original to me.

Proposed use of Oregon Department of Veterans Affairs Additional Funds FY 2017-2018

Morrow County Veterans Services goals are aligned with State and Federal objectives:

- Offer quality and timely service to Veterans and Veteran families.
- Increased services to Veterans and Veterans families.
- Increase the number of Veterans (and their families) served.

To provide timely service to veterans and their families and expand the program, my recommendation is to hire part time support staff to assist in updating office procedures and allow more time for the Veterans Service Officer to plan and participate in outreach activities or training.

By sharing veterans benefit information, and strengthening relationships with the VA and community partners, the outcome should be reflected in more veterans enrolling in VA Health Care, applying for benefits, (including benefits for dependents) resulting in additional federal dollars paid to the veteran (or dependent).

An additional trained staff member would allow office coverage when the Veterans Service Officer is out of the office, and will provide more time for the Veterans Service Officer to perform core operational functions with minimal distractions.

Outreach activities such as Veterans Stand Down, Town Hall meetings in cooperation with Walla Walla VAMC, and smaller local Town Hall meetings to include community partners.

Note:

Morrow County is in the process of exploring opportunities to build a new facility on the North end of the county or purchase and remodel an existing building to alleviate a shortage of office space. Once this takes place, Morrow County anticipates hiring a permanent part time Administrative Support Staff for the Veterans Services Department. During this transition time The Veterans Service Department will utilize part time temporary staff to achieve it's goals.

We appreciate the support of Oregon Department of Veterans Affairs and look forward to continuing to improve our operations and offer timely services to our veterans.

Linda Skendzel, CVSO

Morrow County Veterans Services

<u>Recommended Title</u>	Mental <u>LD PC</u>	Physical <u>PS Eff.</u>	Social <u>HR SC</u>	Envir. <u>PE WC</u>	Accnt. <u>AC IM</u>	Total Job <u>Value</u>	Skill <u>Grade</u>
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Need a technical refresher?



Click on the red triangle?

Veteran Service Officer	A3	5	A2	2	A2	5	B1	2	B1	6	1142	6
VSO - draft superv.	A3	5	A2	2	A2	5	B1	2	D1	6	1431	10
Office Assistant (Veteran's)	B2	4	A3	3	A2	2	A2	2	B1	2	996	3

JOB DESCRIPTION

Date Prepared: September 25, 1998
Revised April 2009
Revised March 2018

Position Title: Veterans Service Officer

Department: Veteran's

Supervisor: County Judge

Position Overview: Under the limited supervision of the County Judge, the Veterans Service Officer provides services to veterans and their dependants, including: compensation, pension, aid and attendance for disabled pensioners, death benefits, dependants and widows benefits, medical insurance, loans, education, etc.

Resources Influenced

Annual Operating Budget:

Total Employees in chain-of-command: 0

Reporting Positions:

Working Environment: The work is accomplished in the Family Service Center in Heppner and the Courthouse Annex in Irrigon. There are some travel requirements and deadlines to meet.

Qualifications:

1. Education - Graduation from high school or equivalent. Ability to become certified within four years of employment, which includes 28 hours of continuing education units (CEUs) in approved veterans training plus a minimum of 6 CEUs each year after initial certification.
2. Equipment used - Typewriter, calculator, telephone, copy machine, FAX machine, Personal Computer.
3. Knowledge of basic office practices.
4. Ability to learn and apply all applicable federal and state rules, policies and procedures.
5. Ability to learn of and deliver the benefits and services available to veterans and their dependants.
6. Ability to become informed about all changes in practices and new benefits available and applicable to clientele.
7. Ability to effectively use oral and written communication in the performance of duties and responsibilities.
8. Ability to understand and comply with county policies and procedures.

Essential Job Functions

Physical:

1. Ability to lift 40 pounds (box of paper).
2. Ability to sit for extended periods of time.
3. Regular and predictable attendance.
4. Ability to enter data into Assessment & Tax software.
5. Ability to retrieve data from Assessment & Tax software.
6. Ability to view Partition Plats, deeds and maps.

Mental:

1. Ability to read, write and comprehend English.
2. Ability to perform basic math functions.
3. Ability to communicate effectively with co-workers and public.
4. Ability to explain sometimes complex calculations in a manner that is understandable to the general public.

Job Duty Outline:

- I. Compensation and Pension Claims
 1. Meet with clients and evaluate their needs
 2. Complete appropriate forms, including:
 - A. Power of Attorney
 - B. Application for compensation or pension
 - C. Release of Information
 3. Seek out and obtain copies of other relevant documents, such as:
 - A. Discharge papers
 - B. Marriage certificates
 - C. Divorce decree
 - D. Birth certificates
- II. Appeals
 1. Assist veterans with appeals of Veterans Administration decisions
 2. File appropriate documents within specified time frames
 3. Help veteran identify and collect appropriate supporting documentation
- III. Survivor Benefits
 1. Determine type of benefits widow, children or dependent parents are eligible for, including:
 - A. Flag, headstone or marker
 - B. Burial in national cemetery or plot allowance
 - C. Nursing home or home care benefits
 - D. Insurance
 - E. Property tax exemption
 2. Correspond with and/or meet with widow
 3. Complete necessary documentation
- IV. Eligibility Verification and Medical Reimbursements
 1. Determine eligibility for pension benefits for veterans with disabilities that

- are not service connected
- 2. Assist veterans with annual Eligibility Verification Reports
- 3. Prepare and maintain reports of medical expenses and reimbursements.
- V. Medical Benefits and Nursing Home Care
 - 1. Assist veterans with claims for medical benefits
 - 2. Make appointments, check on prescriptions, coordinate evaluation of service connected conditions and provide other assistance as necessary
 - 3. Apply for funding for nursing home care or other special needs
- VI. Miscellaneous other duties and responsibilities
 - 1. Prepare all required documentation, including
 - A. Monthly and quarterly reports.
 - B. Correspondence
 - C. All other forms and applications
 - 2. Respond to personal and telephone inquiries
 - 3. Assist with home loans
 - 4. Assist with other benefits
 - 5. Other duties as necessary or assigned.
- VII. Manage, supervise and coordinate Veteran's Department employees.
 - 1. Coordinate with Morrow County Human Resources to develop and maintain Job Description, create and advertise Job Postings, interview and select successful candidates.
 - 2. Train and supervise employees.
Coordinate department schedules for efficiency in providing services. If necessary, perform duties of subordinates.
 - 3. Review and approve timecards, maintain Personnel files.

I. MENTAL REQUIREMENTS

JOBMEAS

This factor measures the total capability required to learn and perform the job competently.

Learning Development refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

Problem Challenge refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

Problem Solving Challenges														
1. Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.			2. Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical yet are relatively straightforward and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.			3. Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced.			4. Work situations are broadly defined, complex and diverse, occasionally unprecedented. Problems have many dimensions to consider involving creative thinking limited in scope to related fields of specialization. Consequences must be evaluated, often through formal analytical methods, and strategies developed for action.			5. Work situations are vaguely defined and often unique in character. Problems are very complex and may be abstract, conceptual, and long-term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at the theoretical level.		

	DE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	A1															
	A2															
	A3															
B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	B1															
	B2															
	B3															
C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	C1															
	C2															
	C3															
D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	D1															
	D2															
	D3															
E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelors degree in a specialized field; or masters degree in a narrow specialty; advanced mathematics, very advanced language development, proficient understanding of practical systems.	E1															
	E2															
	E3															
F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through extensive seasoning; very advanced mathematics and language development, advanced understanding of practical systems.	F1															
	F2															
	F3															
G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with	G1															
	G2															
	G3															

Technical, with focus on solving one aspect at a time.
Recurring, interpreting variations.

High School diploma or equivalent.
No prior experience required.

III. HUMAN RELATIONS REQUIREMENTS

JOBMEAS

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

Level of Human Relations refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

The Scope of Contacts refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

Scope of Contacts											
1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.			2. Interpersonal contacts extend to peers in other work groups or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.			3. Interactions must occur within a diverse set of individuals and groups in representing a variety of roles and authority levels. Interactions are on matters of substance and importance, usually both inside and outside the organization.			4. Continuous interaction with a highly diverse set of individuals, groups, and audiences from throughout the organization and from numerous outside sources (customers, governing boards, vendors, regulatory agencies, media, the general public, etc.) are critical to job performance.		

Peer group, talk the same terms Blend of inside and outside the organization											
A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.			Customer service, provide assistance								
B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.											
C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.											
D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.											

IV. WORK ENVIRONMENT

This factor measures the need to perform under less than optimal working circumstances.

Performance Environment refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

Physical Working Conditions refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

Physical Working Conditions

- | | | | |
|---|--|---|---|
| <p>1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards.</p> | <p>2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noises, temperature extremes, etc.</p> | <p>3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments.</p> | <p>4. Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments.</p> |
|---|--|---|---|

DE 1 2 3 4 5 6 7 8 9 10 11 12

Performance Environment

- A1 A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.
- A2
- A3
- B1 B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.
- B2
- B3
- C1 C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.
- C2
- C3
- D1 D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.
- D2

Office Environment				
Changes on an intermittent basis, need to update skills (CPE requirement)				

V. ACCOUNTABILITY

This factor measures the total magnitude of job responsibility.

The Level of Accountability refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The Scope of Impact refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- I. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

Scope/Magnitude: Organizational Impact

- | | | | | |
|--|---|---|--|---|
| <p>1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.</p> <p>Industry Standard:</p> | <p>2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public.</p> <p>Industry Standard:</p> | <p>3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.</p> <p>Industry Standard:</p> | <p>4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization.</p> <p>Industry Standard:</p> | <p>5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all others in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run.</p> <p>Industry Standard:</p> |
|--|---|---|--|---|



Primary role for support services

First Line Supervisor

Level of Accountability	A. Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.	AE			
	B. Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (1) technical, or professional (3) area.	BE			
	C. Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor, leadperson work, or senior level contributor, in semi-skilled (1), technical, or professional (3) area.	CE			
	D. Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.	DE			
	E. Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.	EE			
	F. Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervision, usually of several closely related functions.	FE			
	G. Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.	GE			
	H. Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.	HE			



Human Resources

P.O. Box 788 • Heppner OR 97836
(541) 676-5620

Karen Wolff
Human Resources Director
kwolff@co.morrow.or.us

NOTICE OF DECISION

TO: Bobbi Childers, County Clerk
FROM: Karen Wolff, Human Resources Director
DATE: March 26, 2018
RE: 2018 Reclassification Summary – Chief Deputy Clerk

At your request, the Chief Deputy Clerk position has been included in the 2018 Reclassification process for the 2018-2019 Fiscal Year.

Chief Deputy Clerk

The Chief Deputy Clerk position is represented by AFSCME and is currently on Pay Range 7 of the General Employee Wage Scale.

The Job Description for this position has been updated and split in to two separate Job Descriptions: Chief Deputy Clerk/Elections and Chief Deputy Clerk/Records. A copy of the two new Job Descriptions are attached to this memo.

You stated to me that your plan is to reinstate the Deputy Clerk position at the time that there is turnover in your office, which would allow for an entry level position. This position has not been fully vetted, reviewed and updated. You stated this will be completed at the time of turnover.

The Chief Deputy Clerk position has not been through the JobMeas™ evaluation system yet. The JobMeas™ placed the Chief Deputy Clerk/Elections and Chief Deputy Clerk/Records on Pay Range 8 of the General Employee Wage Scale. A copy of the JobMeas™ evaluation is attached to this memo.

Other positions on Pay Range include: Planning Department Office Manager; Office Support Specialist (JV); Appraiser Trainee; and Court Clerk II (JC).

Based on the JobMeas© evaluation I recommended to the Board of County Commissioners on March 28, 2018 to place the Chief Deputy Clerk position be split in to two (2) separate Job Descriptions and be placed on Pay Range 8 of the General Employee wage scale effective July 1, 2018.

The current Chief Deputy Clerks are on Step F of Pay Range 7.
The Chief Deputy Clerk/Elections will be placed on Step F of Pay Range 8 effective July 1, 2018.
The Chief Deputy Clerk/Records will be placed on Step F of Pay Range 8 effective July 1, 2018.

If you are not satisfied with this decision, you may pursue a Request For Review, as outlined in the Morrow County Personnel Policies, Section 6.4.

Attached to this memo is the JobMeas™ formula and the new Job Descriptions. If you have any questions on the summary information, please contact me and we will set a time to review everything.

If everything appears to be in order and there are no further questions, please provide this information to each of your employees. Once everything has been reviewed with them, ask them to sign the Job Description and return the original to me.



Received Oct. 9, 2017
Karen Wolff



PO Box 338-- Heppner, Oregon 97836
(541) 676-5604 FAX (541) 676-9876

County Clerk
Bobbi A. Childers Ext. 5601

October 9, 2017

Karen Wolff
Morrow County Personnel Director

**MEMO: Morrow County Clerks' Office/Staff Reclassification –
Updated Job Descriptions**

RE: Morrow County Chief Deputy Clerk/Elections
RE: Morrow County Chief Deputy Clerk/Records

Personnel Director,

I am submitting new job classifications for my office. We are currently using job descriptions from 1995 in the Clerks' office. I would like to update the current job descriptions, so that they can be current and concise with ever changing laws, rules and technological changes that are part of this office.

The job descriptions attached are in line with current trends in modernization of voter registration processes, vote by mail, election security and processing new and changing election legislation every year. Along with our Records department we are currently following best practices for eRecording, by following Uniform Electronic Transactions Act (UETA) and being committed to serve the public as we transition to electronic records.

The knowledge of paper records and microfilm practices must be kept along with the incorporation of scanning and storage systems of all records (including election material) permanently. The records of the county are one of the most important functions for Morrow County, preserving real property records in perpetuity is a challenging responsibility, we currently use the latest technologies. Complete image and indexing systems are meaningless if you don't have trained employees to interpret the laws, along with the knowledge of preserving multilayered records due to old and new processes coming together. These jobs deal with records management and the expectation of honest and fair records and election processes.

Sincerely,

Handwritten signature of Bobbi A. Childers in blue ink.

Bobbi Childers,
Morrow County Clerk

cc: Kim Cutsforth, Administrator

Current

JOB DESCRIPTION

Date Prepared: January 22, 1995

Position Title: Chief Deputy Clerk

Department: Clerks Office

Supervisor: County Clerk

Position Overview: Under the direct supervision of the County Clerk, the Chief Deputy Clerk assists with the administration of the election process, filing records and documents, microfilming documents, accepting and recording fees, and managing the office in the Clerk's absence.

Resources Influenced:

Annual Operating Budget:

Total Employees in your chain-of-command:

Reporting Positions:

Working Environment: The work is accomplished in the Clerk's Office at the County Courthouse in Heppner.

Qualifications:

1. Equipment Used - Mainframe computer, word processor, microfilm camera, jacket loader, microfilm processor, microfilm duplicator, typewriter, calculator, copy machine, postage meter and fax machine.
2. The ability to acquire and use a practical knowledge of the Oregon Revised Statutes regarding:
 - A. Recording
 - B. Elections
 - C. Board of Equalization
 - D. Juvenile Court
 - E. Marriage
 - F. County Court Proceedings
3. Ability to effectively use oral and written communication in the performance of duties and responsibilities.
4. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.
5. Ability to copy documents with microfilm equipment.

Essential Job Functions

Physical:

1. Ability to lift 40 pounds (box of paper)
2. Ability to sit for extended periods of time.

Mental:

1. Ability to read, write and comprehend English.
2. Ability to perform basic math functions.

Job Duty Outline:

- I. Record and preserve documents received by the Clerk's Office.
 - A. Record all documents submitted to the Clerk's Office.
 - B. Collect the appropriate filing fees for documents submitted to the Clerk's Office.
 - C. Administer the requirements and regulations for each type of document filed.
 - D. Enter document information into the "day book."
 - E. Index each document with the computer.
 - F. Make and distribute three copies of each document.
- II. Microfilm documents in accordance with Microfilm Standard Rules.
 - A. Take actual picture of document.
 - B. Develop film.
 - C. Insert film into jacket.
 - D. Make duplicate copies of each jacket.
 - E. Return recorded document to appropriate individual.
 - F. Clean and maintain microfilm equipment.
 - G. Order microfilm supplies.
- III. Assist the County Clerk with the election process.
 - A. Send notices to special districts and the newspaper.
 - B. Receive and process candidate and measure filings.
 1. Prepare ballots.
 - a. Prepare ballots for the printer
 - b. Proof ballot for to make sure each position and measure is included.
 - c. Check for correct term of office and spelling.
 - C. Implement the absentee ballot process.
 1. Mail absentee ballots.
 2. Maintain file on absentee ballot requests.
 - D. Implement procedures for the elections held at the polls.
 1. Prepare material for polling locations.
 2. Train members of the Election Board for their responsibilities at the polls.
 3. Prepare and print poll books.
 4. Prepare and print special district lists.
 - E. Implement procedures for elections by mail.
 1. Print labels for mailed ballots.
 - F. Record results of the election.

1. Key results into computer.
 2. Key participation report into the computer.
 3. Develop a cost summary report for the election.
 - a. Mail summary to the Secretary of State.
 - b. Bill each participating special district for the election.
- IV. Manage and implement the receipt, disbursement and recording of funds moving through the Clerk's Office.
- A. Balance the receipt book; daily.
 - B. Issue checks to victims for Juvenile Restitution.
 - C. Balance checkbook with the juvenile records.
 - D. Prepare accounts payable for the County Accountant.
 1. Confirm proper line item number.
 2. Complete purchase order, if necessary.
 - E. Prepare monthly billing for government agencies who charge recording.
 - F. Reimburse for overpayment in recording
 - G. Mail a check to Domestic Violence from marriage license fees.
- V. Type, distribute and microfilm County Court minutes.
- A. Type minutes recorded by County Clerk.
 - B. Distribute copy to designated county offices.
 - C. Microfilm minutes.
 - D. File microfilmed minutes in vault.
- VI. Department Organization
- A. Communicate with other department employees to effectively and efficiently coordinate work programs.
 - B. Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
 - C. Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.

JOB DESCRIPTION

Date Prepared: October 5, 2017
Position Title: Chief Deputy Clerk - Elections
Department: County Clerk's Office
Supervisor: County Clerk

Position Overview: Directly assists the County Clerk in all aspects of elections held in Morrow County. Day to day operations of the Oregon Centralized Voter Registration program (OCVR). Maintains election supply inventory, election archives, and retention.
Included duties: Board of Property Tax Appeals & Land evaluation process (BOPTA). Review and process United States Passport Applications. Issuance, processing and archiving of Marriage Licenses. Deputy Death registrar which involves issuance of death certificates within the Oregon Vital Events Records System (OVERS). Courthouse/countywide phone operator, research, notarial duties, proofreading, public relations, creating and storing digital records. Provides back-up support to other personnel as workload levels dictate. Even though this office is a public record office, confidentiality is required as we hold many different documents. This office works with other county agencies, city, state and federal offices. **This position is cross-trained in the Chief Deputy Clerk-Recording position and performs those duties as well, due to the size of the office. This position is deputized to act on behalf of the County Clerk in their absence.**

Supervisory Responsibilities: Supervised by the County Clerk. This position is involved with the orientation, training and supervising of the election board committee members as well as guidance to the special districts, the city records clerk, and other departmental personnel. Supervisory responsibilities of employees is not a day to day assigned responsibility to this position except during elections, however supervisory responsibilities would be required of a newly hired employee in a Deputy Clerk position

Working Environment: Work is generally performed indoors in the Clerk's office at the County Courthouse. Heavy computer use on a continual basis. Extended hours are a requirement during the election cycles. May be exposed to angry or hostile individuals and disruptive people. Frequent interruptions may interfere with work targets. Occasionally, work is done at the County Clerk's satellite office in Irrigon. May sometimes involve picking up ballots across county and working with outside agencies for this duty.

Job Impact: Errors in workflow can result in inaccurate information regarding elections which in turn could result in the invalidation of elections, embarrassment and/or significant civil liability to the county.

Qualifications:

- Education, Experience and Training –
 - High School Education or equivalent
 - Two years of relevant work related experience which demonstrates the knowledge, skills and abilities to perform the clerical duties as well as detailed oriented data entry. Prior experience in an Election department is preferred
- Knowledge of complex automated office equipment and systems computer hardware/software and the ability to effectively and efficiently use computers, scanners, and configure digital files to create complex reports required by law, Capability to learn and understand the following:
 - The voter registration program which includes Online Voter Registration, National Change of Address/DMV updates (NCOA), Oregon Motor Voter program (OMV), and all other specialized programs utilized within the office. Implement and execute all forms of Voter Registration which may come from the above programs as well as voter registrations in any paper form. All Secretary of State Election manuals including the Vote By Mail Manual
 - Election processes and procedures, programming election systems, setting up and running an election
 - Complex laws, federal/state and all local laws relating to elections. Rules, regulations, and policies regarding county procedures and requirements. Interpret and use the Oregon Revised Statutes (ORS) 246-260, the Oregon Administrative Rules (OAR) 165 and BOPTA Oregon Revised Statutes (ORS) 309 as well as the retention laws for all records kept in this office
- Establish and continue to further effective working relationships with other staff, general public, and public officials from all diverse groups and backgrounds as well as all other agencies this office has a relationship within the county and all shared counties districts, to include:

- Local recorders of cities/town and their elected officials, local post offices
- Special district committee directors/members, within county and the shared county special districts
- Secretary of State staff
- Excellent writing and analytical skills, as well as the ability to communicate effectively verbally
- Accurately perform basic math skills, learn and understand the mandatory percentages and numbers/formulas relating to various types of elections and candidates
- Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization
- Attend trainings related to all facets of the office of the County Clerk
- Possession of a Valid Driver's license and acceptable driving record

Essential Job Functions

Physical:

- Ability to move materials weighing up to 15 lbs, handling cases of envelopes, forms, boxes of paper, etc., weighing up to 50 lbs. Handling of large deed books. Sit for extended periods of time, stand, kneel, bend, stoop, reach and manipulate objects. Hand/eye coordination needed for the use of answering and transferring calls/sending messages on a multi-line phone. Use of a ladder.
- Operate a county automobile independently (hazardous weather may arise during November elections)
- Requires 10-20 hour days & late night to early morning work hours during elections.
- Enter and retrieve data to/from the Oregon Centralization Voter Registration software and the Oregon Vital Events Records System. Manipulate complex data to meet requests of the general public and other entities
- Regular and predictable attendance

Mental:

- Adhere to Federal, State and local laws regarding the duties within the County Clerk's office
- Ability to read, write and comprehend English, comprehend and understand written and oral instructions, and perform basic math functions
- Communicate effectively with co-workers and the general public in a courteous and professional manner
- Ability to explain the Election process to the general public in a manner that is understandable
- Maintain confidentiality (this is required in the Office of the County Clerk)
- Work within the ADA compliance requirements

Job Duty Outline:

A. Elections

- Assist the County Clerk in the preparation and the conduct of elections throughout the year in accordance with the Oregon Vote by Mail Manual and ORS 246-260
- Inspect, check for conformity and process the candidate filings, measure filings, petitions and campaign finance forms. Monitor filing dates and deadlines, collect appropriate fees and issue receipts
- Preparation of and distribution of Notices of Appointment, Oath of Office, Certificates of Nominations, Certificates of Election and the Abstracts. Deliver election results to the media and public as requested
- Issuing of official ballots to the eligible voters and reissues/replacements as needed. Scanning of the ballot signature envelopes during each election and signature check. Keep accurate count of the ballots received, rejected, unaccepted, undeliverable, challenged, the costs for each election, registration count, observer Rules forms, challenge ballot log, voter lists requests and all other election tracking processes. Monitor the Election Archiving and Retention process, the Absentee voters and required forms. Prepares ballot drop boxes as needed and coordinates with local post offices for election ballot delivery, proof reading of election material, maintains election envelope inventory and other supplies necessary for each election. Follow ballot security measures.
- Generate required correspondence to voters and watch for responses (includes VNC's, VCC's, Unsigned Signature Ballot Envelope postcards, update/more info needed letters and other types of letters), to districts, local election officials, as well as Secretary of State election staff

- Serves as a liaison between City, Special District and the Secretary of State's office in ensuring the accurate administration of 2-4 elections annually.
- Handle all aspects of the Election Board Committee which include: assist in training, scheduling, obtain completed forms and required documentation for employment, deliver oaths, prepare time sheets
- Provide assistance to candidates, local officials, and the general public by furnishing information for election manuals, forms and reports as requested as well as responding to questions and requests for information regarding the election process (candidates, districts, procedures & laws). Assures ethical practice and confidentiality is kept
- Aid with the development of policies and procedures that works to improve the quality of services delivered to the citizens of Morrow County
- Update election precinct maps, registration records. Notify electors when annexations, formations, dissolutions and any county redistricting and postal address changes are implemented
- Handles the day to day operations of the Oregon Centralization Voter Registration program
- Keep up to date in compliance with the election statutes, rules and regulations and any pending or new legislation that might benefit or adversely affect the operations of the election office, retention Laws
- Attends In and Out of County trainings, meetings, conferences as well as continuing education in Elections, Voter Registration & Vote by Mail

B. Voter Registration (Oregon Centralization Voter Registration)

- Works the Voter Registration data and related data bases within the OCVR and Election Management Systems which includes:
 - Examine the voter registration cards for required information and completeness, process all new voter registrations and updates to current registered voter's daily, either online through the Batch Voter Registration, in the mail or in person, scanning and indexing of the voter registration records, organization of the voter registration cards and keeps adequate inventory for the ordering of voter registration supplies, generate voter correspondence to include: voter notification cards, voter confirmation cards, update letters, absentee ballot request form letters, and numerous other types of correspondence
 - Keeps the Address Library updated (which also requires a working relationship with the surrounding city/town offices, the U.S. Postal offices and other county departments to insure accuracy of information.
- Continuing education on all statutory and procedural changes and updates that directly affect the registered voters of Morrow County. Become proficient in Vote by Mail and use of Oregon Centralized Voter Registration

C. Passport Acceptance Agent

- Receive, review and process United States Passport applications
- Assist all customers with questions and concerns of passport requirements and procedures
- Remain up to date in compliance with passport laws as well as maintaining the required confidentiality
- Use of digital camera for passport photos
- Obtain passport acceptance agent certificate within 2 months of hire
- Participate in and successfully complete annual mandatory training for passport acceptance agents
- Collects application fees and issue receipts
- Manages the inventory for required forms and supplies

D. Deputy Death Registrar and Issuance of Marriage License

- **Death Certificates duties to include:**
 - Receive and evaluate for completion and accuracy, sign and issue death certificates, amend death certificates when necessary, and maintain the death certificate log
 - Requirement to preserve confidentiality
 - Attendance at trainings and webinars, and annual audit meetings with the Office of the State of Oregon Health Authority-Public Health Division
 - Communicate with Medical Examiner when needed, and staff at the State Vital Records office
 - Preserve working relationship with Funeral Directors, within county, outside of the county or state
 - Maintaining the commission certificate of the Deputy Death Registrar
 - Perform all duties as outlined in law and rule ORS 432.035 and OAR 333-011-0205

- Ability to learn, navigate through and work in the Oregon Vital Events Record System (OVERS) program, which includes entering data for the death certificates and retrieval of information regarding those certificates
- Collect applicable fees and issue receipts
- **Marriage License Program duties to include:**
 - Issues licenses to applicants, inspect for errors (both when issued to applicants and when returned from officiant) and certify to the State of Oregon vital records office. Retrieve more information from officiant when necessary. Issue certified copies to customers upon request, collect applicable fees and issue receipts.
 - Manage the marriage license log, and scan completed original into the marriage data base as a permanent record
 - Attend trainings and webinars , as well as the annual Assessment of Office Practices with the State of Oregon Health Authority-Public Health Division

E. BOPTA (Board of Property Tax Appeals)

- Assists with the coordination of the Board of Property Tax Appeals Program which includes:
 - Accept, review for completion and accuracy and process appeal petitions, prepare and distribute petition packages for the appeal hearings scheduled for all parties attending, post hearing notices
 - Process final paperwork upon end of hearing and send correspondence to proper parties
 - Attend and successfully complete training as well as attend any meetings or hearings in the absence of County Clerk

F. General Clerical Support Duties

- Answers multi line telephones for the office and the main switchboard for the entire county, directs calls to the appropriate departments. May include assisting the public in distress and directing them to the proper department (ex: law enforcement, fire department, numerous court offices, victim advocate, medical facility, etc.)
- Assists customers in person at counter, by email and by phone or fax. Provide fast, efficient and friendly customer service, make copies as requested or needed, collect applicable fees and issue receipts
- Maintains office supply inventory, county oaths and vehicle titles, map inventory used by the County Clerk's office, vault index logs
- Daily unlocking and locking of the doors to the County Courthouse
- Research and locate all documents for the general public, other county departments, and title companies, etc. Demonstrate the operation of public use equipment within the County Clerk's office
- Review the annual district budgets for required completed pages, date and file
- Follow all safety rules and procedures and compliance with the Morrow County Personnel Policies
- Work continually to upgrade the level of service provided to the public in accordance with the County Clerk's office policy
- Use of microfilm machine, mainframe computer, personal computer, 10 key calculator, copy machine, fax machine, postage machine, multi-line telephone system, large format printer, scanners and digital cameras
- Knowledge of legal land documents
- Monitor retention time regarding all records held in the office of the County Clerk

G. Extra Trainings

- First Aid and CPR
- Fire Extinguisher

H. Recording

- **All duties listed in the Chief Deputy Clerk-Recording Job Description are performed by this position also, due to mandatory requirement of Cross Training in both positions (see attached job description of Chief Deputy Clerk-Recording which is a permanent extension of the this job description)**

JOB DESCRIPTION

Date Prepared: October 5, 2017
Position Title: Chief Deputy Clerk-Recording
Department: County Clerk's Office
Supervisor: County Clerk

Position Overview: Directly assists the County Clerk in all aspects of the Records and Recordings held in Morrow County. Serve as the first impression for the County Clerk's office. Perform all duties in the recording of documents and the maintenance of Morrow County's official public records. **Included duties:** Passports, death certificates, marriages licenses (issuance and archiving), Board of Property Tax Appeals (BOPTA), courthouse and countywide phone operator, research, notary, proofreading, public relations, creating and storing digital records. Provide back-up support to other personnel as workload levels dictate. This position is deputized to act on behalf of the County Clerk in their absence. We hold records that are available to the public, however, we also hold documents such as DD214 (military document), birth and death records, mental records, adoption records and old juvenile records that are not public records and are confidential. This position is cross-trained in the Chief Deputy Clerk-Election position, and performs those responsibilities as necessary, due to the size of the office.

Supervisory Responsibilities: Works under the supervision of the County Clerk. Supervision of employees is not a day to day responsibility assigned to this position except during elections. However, supervisory responsibilities would be required of a newly hired employee in a Deputy Clerk Position. Involved in the training and orientation of other departmental personnel, cross training election personnel and supervising the election committees.

Working Environment: Work is generally performed indoors in the Clerk's office at the County Courthouse. Heavy computer use on a continual basis. Extended hours are a requirement during the election cycles. May be exposed to angry, hostile, and/or disruptive individuals. Frequent interruptions may interfere with work targets. Occasionally, work is done at the County Clerk's satellite office in Irrigon. Involves working with outside agency's to pick up and/or drop off ballots.

Job Impact: Correct recording is necessary for probate, marriage, mortgages, liens and other land records, rejecting or not recording a document can result in litigation in a court of law.

Qualifications: Knowledge of Oregon Revised Statutes (ORS 205.130) (ORS 205.246), rules, regulations and information contained therein for deeds, mortgages, and liens. Data entry procedures, methods, and equipment. Ability to perform responsible technical work involving the use of independent judgment, correctly interpret and apply Oregon State Law and Morrow County policies and procedures. Communicate effectively with use of excellent writing and analytical skills. Establish and sustain cooperative working relationships with other County departments, State and Federal agencies, title companies, and the general public in the course of work. Act calmly and effectively in emergency and stressful situations. Move from one project to the other and back again if needed with ease. Work with the County Surveyor on fees that are set up to disperse funds to other department accounts inside the county and outside of the county. Be able to create reports and send to customers, balance funds with the County Treasurer, turn over funds, code and work within budget accountability. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

Essential Job Functions

Physical

- Ability to sit for extended periods of time, stand, kneel, bend, stoop, reach and manipulate objects. Use of ladder. Hand/eye coordination needed for the use of answering and transferring calls/sending messages on a multi-line phone. Able to move materials weighing up to 15 pounds, handling cases of envelopes, forms, boxes of paper, etc. weighing up to 50 pounds. Handling of large deed books.

- Operation of a County automobile (must have a valid driver's license). Required to drive and retrieve ballots from ballot boxes across county occasionally during inclement weather and on hazardous roads.
- Position requires 10-20 hour days & late night to early morning work hours during elections.
- Perform work in all of the recording programs.
- Regular and predictable attendance.

Mental

- Adhere to Federal, State, and local laws regarding to the duties within the County Clerk's office.
- To conduct business in a professional manner and give high quality customer service to anyone who comes into the Clerk's office or the Courthouse.
- Read, write and comprehend English.
- Perform basic math functions.
- Explain the recording processes to the general public and county partners in a manner that is understandable.
- Communicate effectively with co-workers and the public.
- Confidentiality.
- Work within the ADA compliance requirements.
- Resolve problems that arise.

Job Duty Outline: Other duties may be assigned.

A. Recording

- Record and e-record various documents (deeds, mortgages, liens, foreclosures, etc.) into County Clerk's records with high standard of efficiency to serve Morrow County citizens. Understand complex indexing methods as with real and personal property.
- Review documents for accuracy and statutorily required information. Must know all of the rules for each individual document type that is recorded and the verbiage for re-recording of documents. The ability to reject inappropriate documents presented for recording.
- Assign document numbers scan and index into the recording program data base.
- Documents are time sensitive and returned promptly. Mail recorded documents back to appropriate parties. Accuracy is an important step in this process.
- Record and index all County Court documents in the archiving program. Includes and not limited to County Court minutes, resolutions, orders, ordinances, proclamations, agreements, contracts, county budgets, public hearing minutes and other departments as needed in the county.
- Research and locate documents for the public and/or guide the public in locating and researching records. Make copies as requested or e-mail document to the individual. Take money and turnover funds to the Treasurer.
- Creating and storing digital records (permanent records), which in turn, creates history for the county.
- Work closely with realtors, title companies, attorneys at law, recording partners, and banks.
- Cross train other office personnel in recording.
- Comprehension of legal descriptions by township, range, and section.
- Understanding document retention laws.
- Knowledge of property rights. Requirements of surveys, subdivisions, and partition plats.

B. Passport Acceptance Agent

- Receive, review and process United States Passport applications.
- Assist all customers with questions and concerns of passport requirement and procedures.
- Remain up to date in compliance with passport laws as well as maintaining the required confidentiality.
- Use of Digital camera for passport photos.
- Obtain passport acceptance agent certificate within 2 months of hire.
- Participate in and successfully complete annual mandatory training for passport acceptance agents.
- Collect application fees and issue receipts.
- Manages the inventory for the required forms and supplies.

C. Deputy Death Registrar and Issuance of Marriage License

- **Death Certificates duties to include:**

- Receive and check for completion and accuracy, sign and issue death certificates, amend death certificates when necessary, maintain the death certificate log.
- Requirement to preserve Confidentiality.
- Attendance at trainings and webinars, and annual audit meetings with the Office of the State of Oregon Health Authority-Public Health Division.
- Communicate with Medical Examiner when needed, and staff at the State Vital Records office.
- Preserve working relationship with Funeral Directors, within county, outside of the county or state.
- Maintaining the commission certificate of the Deputy Death Registrar.
- Perform all duties as outlined in law and rule – ORS 432.035 and OAR 333-011-0205.
- Aptitude to learn, navigate through and work in the Oregon Vital Events Record System (OVERS) program, which includes entering data for the death certificates and retrieval of information regarding those certificates.
- Collect applicable fees and issue receipts.

- **Marriage License duties to include:**

- Issues licenses to applicants, inspect for errors (both when issued to applicants and when returned from officiant) and certify to the State of Oregon vital records office. Retrieve more information from officiant when necessary. Issue certified copies to customers upon request, collect applicable fees and issue receipts.
- Manage Marriage license log and scan completed original into the marriage data base as a permanent record.
- Attend training and webinars, as well as the annual Assessment of Office Practices with the State of Oregon Health Authority-Public Health Division.

D. Board of Property Tax Appeal (BOPTA)

- Assists with the coordination of the Board of Property Tax Appeals Program which includes:
 - Accept, review for completion and accuracy and process appeal petitions, prepare and distribute petition packages for the appeal hearings scheduled for all parties attending, post hearing notices.
 - Process final paperwork upon end of hearing and send correspondence to proper parties.
 - Attend and successfully complete training as well as attend any meetings or hearings in the absence of County Clerk.

E. General Clerical Support Duties

- Answer multi line telephones for the office and the main switchboard for the entire county, directs calls to the appropriate departments. May include assisting the public in distress and directing them to the proper department (ex: law enforcement, fire department, numerous court offices, victims advocate, medical facility, etc.).
- Assists customers in person at counter, by email and by phone or fax. Provide fast, efficient and friendly customer service, make copies as requested or needed, collect applicable fees and issue receipts.
- Control office supply inventory, county oaths and vehicle titles, map inventory used by the County Clerk's office, vault index logs
- Daily unlocking and locking of the doors to the County Courthouse.
- Research and locate all documents for the general public, other county departments, and title companies, etc. Demonstrate the operation of public use equipment within the County Clerk's office.
- Review the annual district budgets for required completed pages, date and file.
- Follow all safety rules and procedures and compliance with the Morrow County Personnel Policies.
- Continue to upgrade the level of service provided to the public in accordance with the County Clerk's office policy.
- Use of microfilm machine, mainframe computer, personal computer, 10-key calculator, copy machine, fax machine, postage machine, multi-line telephone system, large format printer and scanners and digital cameras.
- Knowledge of legal land documents.
- Monitor retention time regarding all records held in the office of the County Clerk.

F. Extra Trainings

- First Aid and CPR
- Fire Extinguisher

G. Elections

- All duties listed in the Chief Deputy Clerk Elections job description are performed by this position also, due to mandatory requirement of cross training in both positions (see attached job description of Chief Deputy Clerk Elections as a permanent part of this job description).

Education and Experience Required

- Graduation from high school AND
- Two years of relevant work related experience which demonstrates the knowledge, skills and abilities to perform clerical and data entry. Knowledge of land title/real estate terminology, practices and methodology, and knowledge of the Oregon Revised Statutes.

<u>Recommended Title</u>	Mental <u>LD</u> <u>PC</u>	Physical <u>PS</u> <u>Eff.</u>	Social <u>HR</u> <u>SC</u>	Envir. <u>PE</u> <u>WC</u>	Accnt. <u>AC</u> <u>IM</u>	Total Job <u>Value</u>	Skill <u>Grade</u>
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Need a technical refresher?  Click on the red triangle?

Chief Deputy Clerk	C1	4	A3	2	A2	7	A3	2	B1	5	1323	8
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II. PHYSICAL REQUIREMENTS

JOBMEAS™

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

Physical Skill is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

Physical Effort measures the amount, type, and continuity of effort which must be expended during the course of work activities.

Physical Effort												
1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment.			2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.			3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion.			4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.			
DE	1	2	3	4	5	6	7	8	9	10	11	12

<p>A. Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.</p>	A1	<p style="text-align: center;">Ordinary ambulatory</p> <hr/> <p style="text-align: center;">Some speed ^{speed} or timing (Keyboarding)</p>									
	A2										
	A3										
<p>B. Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.</p>	B1										
	B2										
	B3										
<p>C. Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.</p>	C1										
	C2										
	C3										
<p>D. Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.</p>	D1										
	D2										
	D3										

III. HUMAN RELATIONS REQUIREMENTS

JOBMEAS™

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

Level of Human Relations refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

the Scope of Contacts refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

Scope of Contacts												
1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.			2. Interpersonal contacts extend to peers in other work groups or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.			3. Interactions must occur within a diverse set of individuals and groups in representing a variety of roles and authority levels. Interactions are on matters of substance and importance, usually both inside and outside the organization.			4. Continuous interaction with a highly diverse set of individuals, groups, and audiences from throughout the organization and from numerous outside sources (customers, governing boards, vendors, regulatory agencies, media, the general public, etc.) are critical to job performance.			
DE	1	2	3	4	5	6	7	8	9	10	11	12

**Diverse peer groups and other levels
outside the organization, not "in the know"**

Customer service, provide assistance

A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.

B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.

C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.

D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.

DE

A1

A2

A3

B1

B2

B3

C1

C2

C3

D1

D2

D3

IV. WORK ENVIRONMENT

JOBMEAS™

This factor measures the need to perform under less than optimal working circumstances.

Performance Environment refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

Physical Working Conditions refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

Physical Working Conditions

<p>1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards.</p>	<p>2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noises, temperature extremes, etc.</p>	<p>3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments.</p>	<p>4. Extensive and continuous exposure to hazardous work conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments.</p>
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DE → 1 2 3 4 5 6 7 8 9 10 11 12

A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Pool area. Some noise from others.

B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.

Interruptions may interfere with work targets.

C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.

D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.

Performance Environment

V. ACCOUNTABILITY

JOBMEAS™

This factor measures the total magnitude of job responsibility.

The Level of Accountability refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The Scope of Impact refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- I. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

Scope/Magnitude: Organizational Impact				
1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group. Industry Standard:	2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public. Industry Standard:	3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality. Industry Standard:	4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization. Industry Standard:	5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all others in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run. Industry Standard:

A. Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.	A1	A2	A3
B1 B. Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (1) technical, or professional (3) area.	B1	B2	B3
C. Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor, leadperson work, or senior level contributor, in semi-skilled (1), technical, or professional (3) area.	C1	C2	C3
D. Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.	D1	D2	D3
E. Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.	E1	E2	E3
F. Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervision, usually of several closely related functions.	F1	F2	F3
G. Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.	G1	G2	G3
H. Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.	H1	H2	H3

Supporting impact to other teams, contributor outside team, support services, independently serves internal & external customers

Entry & intermediate service level.

1 2 3 4 5 6 7 8 9 10

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Customer service, provide assistance												
Level of Human Relations Skill	A1											
	A2											
	A3											
	B1											
	B2											
	B3											
	C1											
	C2											
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	D1											
	D2											
	D3											

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DE 1 2 3 4 5 6 7 8 9 10 11 12

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Performance Environment

