



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: 3/26/19

Title of Item: Job Description Recommendation - Facilities Coordinator Position

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| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
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| Submitted by: Bobbie Danielson <i>Bobbie Danielson</i> | Department: HR Dept. |
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| Presenter (Name and Title): Bobbie Danielson, HR Director | Estimated Time Needed: Consent Agenda |
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Summary of Issue:

Approve the consultant's recommendation of Grade 10 for the Facilities Coordinator position.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve the consultant's recommendation for the above-named position.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No Please Explain:



Insurance | Risk Management | Consulting

Facilities Coordinator

This position is not currently rated.

This position is responsible for planning and managing processes, projects, programs, and related operations for an assigned maintenance unit, which includes supervising staff and contractors, coordinating with internal and external parties, and ensuring compliance with applicable laws, policies, and procedures.

We have examined the essential duties and have classified the position using the Decision Band Method®. The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 11/15 major responsibility areas

Percent of Time on High Banded Tasks: N/A

Degree of Difficulty/Diversity: High

The position performs tasks that require “process” decision making such as: managing projects by developing proposal specifications, negotiating contracts and ensuring compliance with specifications, developing and implementing preventive maintenance and capital improvement plans, researching and analyzing data to develop process improvements, and managing the assigned unit budget.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources, and to the constraints set by higher-level management. Additionally, decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher-level management.

The position receives a sub-grade of three (3), because of the high complexity and diversity of C4 tasks performed in relation to similarly banded and graded positions. Thus, we recommend evaluating the position at C43.

