COUNTY BORNON	Agenda Reque		Agenda
Est 185/	ed Meeting Date: 1/25/2022 em: Recommendation from the Cons	sultant	
			Direction Requested
REGULAR AGENDA	Action Requested:		-
CONSENT AGENDA	Approve/Deny Motion		Discussion Item
	Adopt Resolution (attach di		Hold Public Hearing*
Submitted by: Bobbie Danielson		Departm HR	ent:
Presenter (Name and Title):			Estimated Time Needed
Bobbie Danielson, HR Director Summary of Issue:			N/A, consent agenda
	Sheriff to apply for a VCET grant (viole led. The consultant recommends the p		
Assistant. This grant has been award	led. The consultant recommends the p		
	led. The consultant recommends the p		
Assistant. This grant has been award Alternatives, Options, Effects of Recommended Action/Motion:	led. The consultant recommends the p	position be a	Grade 4.

Legally binding agreements must have County Attorney approval prior to submission.



- On next Board agenda

Administrative Assistant (Sheriff Department)

This position is new and not currently rated.

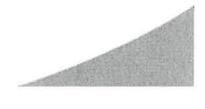
This position is responsible for providing support to staff and the department. Responsibilities include answering phones; performing office tasks including mail, ordering supplies and file maintenance; preparing and maintaining related reports; and utilizing specialized public safety systems to process and maintain information.

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: B2 Number of Highest Banded Tasks: 4/9 major responsibility areas Percent of Time on High Banded Tasks: N/A Degree of Difficulty/Diversity: Low

The position performs tasks that require "operational" decision making such as: utilizing specialized public safety systems to process and maintain information; advising staff regarding property room monies; and monitoring cases. Overall, decisions made at this level pertain to how to carry out the operations of the process specified by Band C decisions.

The position receives a sub-grade of two (2), because of the low complexity and diversity of B2 tasks in relation to similarly banded and graded positions. Thus, the correct evaluation of this position is B22.



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