

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 11/9/2022 Weekly Agenda Date: 11/15/2022

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Loni Kuhlmann

WORDING FOR AGENDA ITEM:

Title/Job Description Change and Grade Change for Lisa Robinson

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Position put before the Board of Commissioners and was approved by majority to change Lisa Robinson's title and grade change

BACKGROUND:

Working on the title and grade change for the past year to complete, after gathering and placing together the items the Commissioners approved the changes put in place, this was due to the amount of different items that Lisa Robinson does per the old job description and continues to do.

FINANCIAL IMPACT:

This will go from a Grade 3 Step 5 to a Grade 4 Step 5, would recommend back pay from the start date of 11/9/2021 as the process was started.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

To approve the new job description/title, pay grade and retro pay that is fitted for the actions and items that Lisa Robinson does for the Veteran Affairs Office.

ACTION REQUIRED / PROPOSED MOTION:

Approved by the Board of Supervisors

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____
Title: County VA Service Admin. Asst.
Effective Date: December 2021

Department: County Veteran Affairs
FLSA Designation: Non-Exempt
Reports to: County Veteran Affairs
Executive Director

Purpose:

Responsible for assisting the office of Veterans' Affairs in the efficient accomplishment of a variety of secretarial and clerical duties; including typing; filing; basic bookkeeping work and departmental receptionist duties; under the direct authority of the Executive Director of Veterans' Affairs.

Essential Functions and Responsibilities:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Responsible for the effective accomplishment of a variety of general office and clerical duties, including typing; filing; correspondence; basic recordkeeping; and preparation of documents relating to Veterans' Affairs; following established policies and procedures.
- Maintains records and files related to veterans' history, benefits, and expenditures on behalf of veterans.
- Type correspondence and other related work as assigned.
- Prepares reports as required.
- Maintains confidentiality at all times.
- Records and maintains books on all individual wartime veterans for the Veterans' Affairs office, including medication expenses, provision expenses, utilities, etc.
- Responsible for operation of the office in the absence of the Director, following established policies and procedures.
- Records and maintains documentation of all assistance rendered to clients and prepares quarterly reports for approval by Commission Members and the Board of Supervisors.
- Maintain office supplies as needed, handle special projects, and carry out other assigned work as instructed.
- Interviews and takes applications for clients who are applying for assistance of basic living needs, evaluates qualifications and needs of client, and administers assistance per commission guidelines, under the supervision of the Executive Director.
- Attendance is required.

Non-Essential Functions and Responsibilities:

- Reads and interprets legal descriptions.
- Assists all professional and support staff as needed.
- Performs various other duties related to scope of responsibility, as assigned by the Executive Director of Veterans' Affairs.

Minimum Education and Experience Required to Performing Essential Functions:

- Must possess High school diploma or equivalent
- Knowledge of general office equipment and procedures
- Computer skills (including computer using Word and Excel).
- Keyboarding skill test from Iowa Workforce Development with a 40 wpm net score, within the last 12 months.
- Basic knowledge of Veterans' Administration procedures
- Basic bookkeeping knowledge
- Ability to tactfully and courteously communicate with others in clearly spoken English
- Maintain a positive and helpful attitude while helping all customers
- Candidate for hire must successfully pass a background check, a physical examination, and drug screening test prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English. Ability to communicate Woodbury County policies to non-managerial groups in person and in writing

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices.

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardizes situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

Equipment Used

Computer for data entry, spreadsheets and word processing, calculator (10 key), copier/scanner, possess knowledge of general office equipment and procedures. Type **rapidly and accurately with at least 40 words per minute (net score), accurate proofreading**

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 25 lbs or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical and forms perceptions, clarity of vision to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word.

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Special Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Candidate for hire must successfully pass a background check, a physical examination, and drug screening test prior to employment.

Keyboarding skill test from Iowa Workforce Development with a 40 wpm net score, within the last 12 months.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.