In attendance: Roger Christensen, David Radford, Lee Staker, Paul Wilde, Morgan Hendricks, Blake Mueller, Penny Manning, Mark Hansen, Daniel Clark, Brian Walker, John Henderson

Proposal for a new position by Brian Walker for a Control Room Technician. Proposed position would be non-certified and PT and provide the support and flexibility needed in Juvenile Detention to fulfill state staffing requirements. Would be a classified as a Pay Grade 10 one grade below a Juvenile Detention Officer I. Position approved.

Proposal for a new position by Sheriff’s Office for an Administrative Technician. Proposed position would be non-certified and FT and provide support as an Evidence Technician and Grants Administrator. Grant writing duties were formally performed by the Sheriff’s Office Financial Officer who is no longer with the county. Position budgeted for and would be a classified as a Pay Grade 12. Position approved.

John Henderson
Roger Christensen
BONNEVILLE COUNTY
REQUEST FOR CHANGE IN JOB CLASS SPECIFICATION
AND/OR PAY ALLOCATION

THIS SECTION IS TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Requesting Department: Sheriff's Office

Date: 11/6/2016

Position Title: Administrative Technician

Number: 7520.4

Check one: ☑ New Class Specification  ☐ Replace Existing Class Specification  ☐ No Change in Class Specification

Attach a copy of the proposed job class specification and indicate the title of the position being replaced if applicable:

Comments:

Approved by: ___________________________

Elected Official or Department Head's Signature

PAY ALLOCATION COMMITTEES RECOMMENDATION

Check One: ☑ Allocate New Position  ☐ Reallocate Existing Position  ☐ No change in Allocation

Factor I
Level: 3-C  Points: 139.00
License/Cert. 0%  Points: 0.00
Annual Recert. 0%  Points: 0.00
Experience 10%  Points: 13.90

Factor II
Level: 4-D  Points: 313.00
Supervision 0%  Points: 0.00
Public Contact 15%  Points: 46.95
Budget 0%  Points: 0.00

Factor III
Level: 3-C  Points: 120.00
Stress 10%  Points: 12.00

Factor IV
Level: 2-B  Points: 45.00
Hazard 0%  Points: 0.00

PROPOSED PAY GRADE: 12  TOTAL POINTS: 689.85

Comments:

Committee Members: Name: Paul Wilde  Title: Sheriff
Name: Roger Christensen  Title: Board of County Commissioners
Name: John Henderson  Title: Human Resource Director

EXECUTIVE COMMITTEE RECOMMENDATION

☐ Approve  ☐ Disapprove  Date: __________________________

Comment:

BOARD OF COUNTY COMMISSIONERS ACTION

☐ Approved  Effective Date: __________________________  ☐ Disapproved

Comment:

Signature: __________________________  Date: __________________________

Chairman
BONNEVILLE COUNTY

JOB CLASSIFICATION

<table>
<thead>
<tr>
<th>Job Title: Administrative Technician</th>
<th>Index Code: 7520.4</th>
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<tbody>
<tr>
<td>Dept./Div.: Sheriff - Evidence / Grants</td>
<td>Pay Class: 12</td>
</tr>
<tr>
<td>Status: Hourly/Non-Exempt</td>
<td>Work Comp: 8810-00</td>
</tr>
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</table>

GENERAL PURPOSE

Performs a variety of technical tasks and functions in the areas of evidence and grant management.

SUPERVISION RECEIVED

Works under the supervision of the Detective Lieutenant and Sergeant for evidence management.

Works under the direction of the Law Enforcement and Jail Captains for Grant management.

SUPERVISION EXERCISED

May direct an assistant or temporary help, but does not conduct performance evaluations.

ESSENTIAL FUNCTIONS

Evidence

Develops and Implements authorized law enforcement evidence management protocols related to: secure and safe facility; facility storage environment to mitigate bio-hazard concerns; evidence receiving; evidence identification; evidence records management; disbursement and return of evidence for court hearings, laboratory and other analysis, etc.; documents and records final disposition for evidence; carries out court ordered destruction of evidence; performs and participates in evidence audits;

May help with identification and collection of evidence at crime scenes; Transports evidence to and from court, agencies, laboratory, etc.; Orders, manages and disseminates evidence collection materials; Testify in court regarding evidence controls, security and chain of custody;

Ability to operate evidence software programs and Microsoft Office programs such as excel.
Ability to develop digital evidence management and activities such as downloading phone and other computer software; provide data mapping, pivot tables, digital crime scene mapping, etc.

Teach and train Sheriff’s Office personnel in evidence protocols;

Other Duties as assigned
Grants

Research, complete and submit timely applications for government grants; Project short and long term grant related expenditures; Identify and communicate County and Sheriff’s responsibilities and liabilities during the life of and at the conclusion of each grant; Ensure awarded grant money is identified, submitted to the appropriate authority for deposit, dissemination and accountability to satisfy grant requirements.

Coordinate with Sheriff’s deputies to monitor and meet all requirements for grants; Participate in required audits; Work with deputies to identify and integrate grants into the Sheriff’s budget; Participate in Budget preparation;

Prepare and submit required grant related reports to State and Federal agencies; Justify grant expenditures; prepare intermittent grant audit reports to the Sheriff and administrative staff; prepare and submit end of grant required reports;

Learn and implement State and Federal Grant application and grant related regulations.

Participate in, submit and monitor information as it relates to the County and Sheriff’s budgets.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   a. High School Diploma or Equivalent with preference for college or vocational education, AND
   b. Two years of responsible experience in areas of inventory management, grant writing and implementation, office practices, budget projections, etc. OR
   c. A combination of education and experience
   d. Completion of the Sheriff’s background investigation to the Sheriff’s satisfaction

2. Required Knowledge, Skills and Abilities:
   a. Demonstrated knowledge of: grant writing process; inventory management; office management; related computer software applications; record keeping systems; English composition to include proper grammar, and correct punctuation and spelling
b. Skill in: analyzing grant requirements; benefits and liabilities associated with a grant; performing mathematical calculations; preparing and presenting related information; use of computer information systems and software; interpersonal relations and communication.

c. Ability to: work independently without direct supervision; collect and analyze financial, statistical and other information; utilize mathematical calculations; prepare and present a variety of detailed documents, reports and correspondence; apply problem solving methods; work effectively with others.

d. Read, comprehend and following instructions; apply budget, financial, audit and evidence control methods; read, write and understand the English language; complete projects in a timely manner; meet grant application, reporting and audit deadlines.

3. Special Qualifications

a. Possess a valid Idaho Driver’s license
b. Operate a computer and other office equipment
c. Lift heavy objects and containers
d. Complete a background investigation to meet the Sheriff’s satisfaction
e. Demonstrate satisfactory computer and office equipment skills assessment
f. Successfully complete required training

4. Work Environment

a. Tasks are usually performed in a controlled environment and require a variety of physical activities that may include muscle strain, standing, sitting, stooping, reaching, talking, seeing, hearing, writing, keyboard use. Lifting and moving heavy evidence containers. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Some vehicle driving is required.
BONNEVILLE COUNTY
REQUEST FOR CHANGE IN JOB CLASS SPECIFICATION
AND/OR PAY ALLOCATION

THIS SECTION IS TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Requesting Department: Juvenile Detention Date: 11/6/2016
Position Title: Control Room Technician Number: 7943.0
Check one: ☑ New Class Specification ☐ Replace Existing Class Specification ☐ No Change in Class Specification
Attach a copy of the proposed job class specification and indicate the title of the position being replaced if applicable:
Comments:

Approved by: Elected Official or Department Head’s Signature

PAY ALLOCATION COMMITTEES RECOMMENDATION

<table>
<thead>
<tr>
<th>Check One:</th>
<th>☑ Allocate New Position</th>
<th>☐ Reallocate Existing Position</th>
<th>☐ No change in Allocation</th>
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<tbody>
<tr>
<td>Factor I</td>
<td>Level 3-C</td>
<td>Points 139.00</td>
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<tr>
<td>License/Cert.</td>
<td>0%</td>
<td>Points 0.00</td>
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<tr>
<td>Annual Recert.</td>
<td>0%</td>
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<tr>
<td>Experience</td>
<td>10%</td>
<td>Points 13.90</td>
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<tr>
<td>Factor II</td>
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<td>Points 192.00</td>
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<tr>
<td>Supervision</td>
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<td>Public Contact</td>
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<td>Points 19.20</td>
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<tr>
<td>Budget</td>
<td>0%</td>
<td>Points 0.00</td>
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<tr>
<td>Factor III</td>
<td>Level 4-D</td>
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<tr>
<td>Stress</td>
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<td>Points 25.50</td>
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<td>Factor IV</td>
<td>Level 1-B</td>
<td>Points 34.00</td>
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<tr>
<td>Hazard</td>
<td>0%</td>
<td>Points 0.00</td>
<td></td>
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</table>

PROPOSED PAY GRADE: 10 TOTAL POINTS: 593.60

Comments:

Committee Members: Name: Brian Walker
Title: Juvenile Detention Director
Name: Roger Christensen
Title: Board of County Commissioners
Name: John Henderson
Title: Human Resource Director

EXECUTIVE COMMITTEE RECOMMENDATION

☐ Approve ☐ Disapprove Date: ________________________________
Comment: _________________________________________________

BOARD OF COUNTY COMMISSIONERS ACTION

☐ Approved Effective Date: ______________________ _____________ ☐ Disapproved
Comment: _________________________________________________
Signature: ________________________________ Date: ____________________
Chairman
BONNEVILLE COUNTY
JOB CLASSIFICATION

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<thead>
<tr>
<th>Job Title:</th>
<th>Control Room Technician</th>
<th>Job Code:</th>
<th>7943.0</th>
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<tr>
<td>Dept./Div.:</td>
<td>Juvenile Detention Center</td>
<td>Pay Class:</td>
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<td>Status:</td>
<td>Hourly/Non-Exempt</td>
<td>Work Comp.</td>
<td>7720-00</td>
</tr>
</tbody>
</table>

GENERAL PURPOSE

Performs a variety of **entry-level** technical duties to provide for the security, supervision and safety of juveniles assigned to the Detention Center.

SUPERVISION RECEIVED

Works under the general supervision of the Juvenile Detention Center Director, Supervisor or Sergeant.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Monitor the activities of Master Control at the Detention Center to insure compliance with established policies, procedures and regulations; monitors and controls access of residents and visitors into and within the facility through the use of video monitors and operation of electronic doors. Answer and direct phone call from the courts, probation, and legal counsel to their intended recipients.

Establishes a file for each resident and maintains detailed records of activities in accordance with established policies and procedures; prepares and submits a variety of administrative records and reports including reports of bookings, releases, incidents, disciplinary procedures and actions, counseling and other activities as required; computer enters resident information.

Ensure wellbeing checks are performed on time and in accordance with 3B policy. Control access to resident personal property, files, and information.

Performs comprehensive janitorial maintenance of the facility; performs general repair work, painting, buffing floors, sanding and painting rooms, snow removal, etc.; launders clothing; conducts inventory of facility supplies as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:
   A. Graduation from high school; AND
   B. Two (2) years of progressively responsible experience working with youth; OR
   C. An equivalent combination of education and experience.

New: 11/2016
2. Required Knowledge, Skills and Abilities:

Some knowledge of proper methods of care and management of delinquent and dependent children; juvenile detention regulations, practices and procedures; basic security methods and procedures; judicial system and legal processes; basic counseling and discipline methods and procedures; and youth educational programs processes.

Ability to communicate effectively both verbally and in writing; read, interpret and apply complex written policies, procedures; laws, and regulations governing the operation of juvenile detention facilities; ability to understand and follow detailed verbal instructions; establish and maintain working relationships with residents from culturally diverse groups and their families; prepare and maintain detailed and accurate records; operate video equipment, computer terminals and electronic locks; and react quickly and appropriately to unusual or unexpected situations under conditions of stress.

3. Special Qualifications:

Must possess a valid Idaho State Drivers License.
Must be 21 years of age.
Must be willing to work rotating shifts and be available on call.
Must not have any significant criminal record as confirmed by NCIC check.
Must be able to meet physical fitness requirements.

4. Work Environment:

Functions of the position generally performed in a controlled environment. Various tasks require physical abilities including walking, sitting, bending, reaching, lifting, seeing, and speaking. Normal hand and eye coordination and dexterity are required for writing and typing and operation of equipment. Various tasks require mental application including memory for details, emotional stability, discriminating thinking, creative problem solving.