
Items Discussed:

1. Parking: Offsite employees will be allowed to park in public lot but have to abide by the 2 hour lot. John to make some revisions to the proposed changes in policy. Then it will be sent to the employees association.

2. New Class Specification for Virtual Systems Administrator: This is for a new position for the Virtual Server administrator. Current position will be vacated Friday. Kirk Becker is currently being trained for this new virtual center. This will be a salaried position. The dollar amount hasn’t been determined yet.

3. New Class Specification for Jury Commissioner: On salary survey it wasn’t included. John received several new. It is proposed to raise it one grade level and to pay equivalent to Judicial Clerk.

4. New Class Specification for Scale House Attendant: Wages will be the same for this position and for the Waste Tech. This is an update to the Waste Tech position. Training is totally different for the scale house now.

5. Replace Existing Class Specification: Parts Coordinator. This matches the Quartermaster which is a Grade Level 12.

The announcement of Kevin Eckersell retirement. Steve Rounds will be taking over that position as well as keeping some of his current duties.

Cheryl Matthiesen

Roger Christensen
503 EMPLOYEE PARKING

Effective Date:
Revision Date:

Bonneville County controls the use of its public and employee parking areas for the benefit of the public and employees. All Bonneville County employees are expected to park personal vehicles in lots designated for employees. Employee Parking Stickers and Maps of designated employee parking areas may be found in the Human Resource Office. Failure to park personal vehicles in designated employee parking areas may result in a parking citation and progressive discipline up to and including termination.
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: Virtual Systems Administrator  Date: 4/13/2016
Position Title: Commission - Bonneville County Communication Center  Number: 7400.1
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: This proposed position is a salaried exempt unclassified position.

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>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Factor I</th>
<th>Level</th>
<th>%</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>License/Cert.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Recert.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor II</th>
<th>Level</th>
<th>%</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor III</th>
<th>Level</th>
<th>%</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stress</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor IV</th>
<th>Level</th>
<th>%</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PROPOSED PAY GRADE: _______ TOTAL POINTS: _______

Comments:

Committee Members: Name: Greg Warner  Title: E-911 Director
Name: John Henderson  Title: Human Resource Director
Name: Roger Christensen  Title: Board of County Commissioners

EXECUTIVE COMMITTEE RECOMMENDATION

☐ Approve  ☐ Disapprove  Date: ________________
Comment: ______________________________________

BOARD OF COUNTY COMMISSIONERS ACTION

☐ Approved  Effective Date: ________________  ☐ Disapproved
Comment: ______________________________________
Signature: ___________________________  Date: 4-13-16
Chairman
BONNEVILLE COUNTY
JOB CLASSIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Virtual Systems Administrator</th>
<th>Job Code:</th>
<th>7400.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept./Div.:</td>
<td>Commission – Bonneville County Communication Center</td>
<td>Pay Class:</td>
<td>Uncl.</td>
</tr>
<tr>
<td>Status:</td>
<td>Salaried/Exempt</td>
<td>Work Comp:</td>
<td>8810-00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EEO Code:</td>
<td>B</td>
</tr>
</tbody>
</table>

GENERAL PURPOSE

Performs a variety of administrative, professional, and complex technical duties as needed to monitor, coordinate and implement the installation, maintenance of emergency information systems.

SUPERVISION RECEIVED

Supervised by the Director of the Bonneville County Communication Center (BCECC); appointed by County Commissioners.

SUPERVISION EXERCISED

Provides functional supervision, assisting as subject matter expert in the development and coordination of emergency information system.

ESSENTIAL FUNCTIONS

Manage all (BCECC) Virtual systems, safeguarding a 24/7 high availability emergency service production/cloud environment. Monitor system logs and activity on servers and devices. Mitigate vulnerabilities identified through internal audits which includes an understanding of security infrastructure best practices.

Actively contribute to the configuration, layout and performance tuning of production infrastructure. Define practices to ensure efficient use of virtualization and deduplication storage technologies.

Plan, implement, and maintain primary and secondary high availability systems along with geo-diverse Disaster Recovery application architecture. Create and update documentation of processes and procedures in support of administration tasks. Identify and research emerging technologies.

Manage one or more highly complex technology projects or programs, works with the BCECC team to achieve defined goals within set timelines. Modify, maintain and update software, performed through a practice of change, configuration and release Management.

Experience with VMware/Horizon [v7.0], vSphere [v6.0], vCenter [v6.0], including vMotion, VDI, ESXi/ESX and awareness of NSX Micro Segmentation security/policy protocols. Able to performing hands on remote access management activities.

Ability to troubleshoot and solve hardware/software problems with in a hyper converged software define data center (SDDC) environment. An understanding of Software-Define Networks (SDN).

Proficiency in data modeling, database optimization, relational database schemas, and disaster recovery procedures along with design/develop SQL database applications. Able to automate report/statistical deliverables.

Manage proposal development for new technological opportunities through RFI/RFP process. Involved in RFI/RFP analysis, status, compliance, schedule, review and drives progress towards established deadlines.

Performs related duties as required.

Revised: 4/16
MINIMUM QUALIFICATIONS

1. Educations and Experience:
   A. Graduation from college with a bachelor’s degree in computer science, communication technology, electronics, computer programming, information technology, data processing or related field;
   AND
   B. Four (4) years of responsible experience performing above and related duties; specific experience emergency communication system management is preferred;
   OR
   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:
   Considerable knowledge of VMware products, Hyper converged infrastructures, software define data centers (SDDC), internet protocols, TCP/IP and LAN fundamentals; database structures; system networking procedures and typical maintenance processes; various types of inter-related equipment, specifications and compatibilities; system programming requirements and software contingencies; data-base management, system design concepts, detailed logical flow charts; computer language, system/device capabilities; information system management concepts; methods and standards for project control; hardware configurations and capabilities; operating system fundamentals; data communication concepts; documentation procedures; technical writing.

   Ability to draft formal reports and documents; analyze a variety of virtual, LAN and telecommunications issues and make recommendations; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with professionals, executives (public and private) department heads, co-workers and the public; ability to work independently and deal effectively with stress caused by work load and time deadlines.

   Ability to be on call 24/7/365.

3. Special Qualifications:
   None.

4. Work Environment
   Functions of the position generally performed in a controlled environment. Infrequent travel. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Revised: 4/16
# BONNEVILLE COUNTY
REQUEST FOR CHANGE IN JOB CLASS SPECIFICATION
AND/OR PAY ALLOCATION

**THIS SECTION IS TO BE COMPLETED BY THE REQUESTING DEPARTMENT**

<table>
<thead>
<tr>
<th>Requesting Department: Clerk</th>
<th>Date: 4/13/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title: Jury Commissioner</td>
<td>Number: 2220.8</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Factor I</td>
<td>Level 4 - C 0% License/Certi 0% Annual Recert. 10% Experience</td>
<td>Points 181.00 Points 0.00 Points 0.00 Points 18.10</td>
<td></td>
</tr>
<tr>
<td>Factor II</td>
<td>Level 3 - C 10% Supervision 25% Public Contact 0% Budget</td>
<td>Points 199.00 Points 19.90 Points 49.75 Points 0.00</td>
<td></td>
</tr>
<tr>
<td>Factor III</td>
<td>Level 5 - C 15% Stress</td>
<td>Points 167.00 Points 25.05</td>
<td></td>
</tr>
<tr>
<td>Factor IV</td>
<td>Level 2 - A 0% Hazard</td>
<td>Points 37.00 Points 0.00</td>
<td></td>
</tr>
</tbody>
</table>

**PROPOSED PAY GRADE:** 12  **TOTAL POINTS:** 696.80

Comments: ________________________________

**Committee Members:**
- Name: Ron Longmore  Title: Clerk
- Name: John Henderson  Title: Human Resource Director
- Name: Roger Christensen  Title: Board of County Commissioners

## EXECUTIVE COMMITTEE RECOMMENDATION

☐ Approve  ☐ Disapprove  Date: ________________________________

Comment: ________________________________

## BOARD OF COUNTY COMMISSIONERS ACTION

☐ Approved  Effective Date: 4/13/14  ☐ Disapproved

Comment: ________________________________

Signature: ____________________________ Date: 4/13/16
Chairman
GENERAL PURPOSE:

Performs a variety of full performance complex clerical and administrative tasks as required to administer and direct and maintain the County jury information system and selection process in compliance with Idaho Code and established court rules, regulations, and procedures.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Court Operations Manager and the Administrative District Judge.

SUPERVISION EXERCISED:

May provide immediate supervision to Court Clerks or other court staff assigned to assist with the jury process.

ESSENTIAL FUNCTIONS:

Administers and directs the jury selection process. Maintains and updates the jury selection and information systems. Develops and recommends policies and procedures relating to the efficient operation of the jury system in accordance with Idaho Code and established court policies and procedures. Monitors operations for compliance with applicable statutes, rules and regulations.

Monitors court calendar to determine the number of jurors required for scheduled proceedings; analyzes data to project future needs on a weekly and annual basis; compiles and maintains master jury list and master jury wheel pursuant to Idaho code; compiles and maintains jury panels by summoning and qualifying jurors pursuant to Idaho law.

Prepares and updates recorded telephone message with instructions for selected jurors on a daily basis as needed. Receives visitors, phone calls and other correspondence from prospective jurors, court personnel and the public related to jury service; provides information and instructions to potential jurors and the public regarding jury service; responds to questions and complaints and assists in resolving problems related to jury service.

Reviews and processes completed juror affidavit questionnaires. Enters and updates information in the jury system. Reviews requests for disqualification, postponements and excuse from jury service and makes appropriate determinations according to established policy and

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Jury Commissioner</th>
<th>Job Code: 2320.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept./Div.:</td>
<td>Court</td>
<td>Pay Class: 12</td>
</tr>
<tr>
<td>Status:</td>
<td>Hourly/Non-Exempt</td>
<td>Work Comp: 8810-00</td>
</tr>
</tbody>
</table>
MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from high school plus one year of post high school education or training in general office practice or a related field; AND

   B. Two (2) years of related work experience in the judicial or legal clerical field, preferably as a Court Clerk or Judicial Clerk; OR

   C. An equivalent combination of education, training and experience.

2. Required Knowledge, Skills, and Abilities:

   Working knowledge of state laws and court rules, and procedures regulating jury selection process and jury service requirements; court practices, procedures, rules regulations and protocol; court information management systems and applications related to the jury selection process; basic office management practice; and contemporary records management systems.

   Skill in interpersonal communications; public relations; conflict resolution; problem solving; use of a personal computer and Micro Office Suite including Excel, Outlook, and Word.

   Ability to read, interpret and apply complex laws, rules, regulations, instructions, and manuals relating to legal proceedings, jury selection and service; perform basic mathematical computations; analyze data and project the number of jurors required for specified periods; develop and maintain effective working relationships with judicial officials, elected and appointed officials, legal professionals, and the public; prioritize work assignments; exercise independent judgment; apply basic problem solving techniques to identify and resolve issues; understand and follow verbal and written directions; perform effectively under time pressures in meeting work obligations and deadlines; communicate effectively, verbally and in writing.

3. Special Qualifications:

   Type 60 words per minute
   Proficient on 10 key calculator
   Must be a citizen of Bonneville County

4. Work Environment:

   Tasks require a variety of physical activities, occasionally involving muscular strain, such as lifting up to 20 lbs., walking, standing, turning, stooping, sitting, reaching, speaking, hearing, and seeing. Work is performed indoors in a climate controlled environment. Noise level is usually moderate. Mental application utilizes memory for details, emotional stability,
guidelines. Responds to requests for accommodations in connection with various physical or other disabilities, language issues, etc. Researches felony criminal convictions of potential jurors and supplies information to the court.

Identifies jurors who fail to respond to jury summons or comply with requirements for jury service; researches and resolves non-compliance issues if possible; maintains records of jurors who fail to comply; prepares and issues warnings for failure to comply; creates civil cases and prepares affidavits for orders to show cause for failure to comply as ordered by the court; and testifies in court on orders to show cause against jurors that fail to comply with jury service as ordered by the court.

Assigns prospective jurors to service dates; evaluates and adjusts juror services dates pursuant to valid requests in accordance with Idaho law and established policy and procedure.

Monitors the number of jurors and bailiffs needed daily and schedules accordingly. Coordinates the orderly flow of criminal, civil and juvenile cases through the jury phase, with the judiciary, attorneys, court staff and law enforcement.

Schedules orientation for prospective jurors; greets and directs jurors as they arrive; takes roll and identifies jurors who fail to appear; answers routine questions and provides orientation explaining how the jury system works and what part the jury plays in it; attends and maintains records of the jury selection process; provides instructions for jurors who are excused or otherwise not selected; updates juror records as accordingly; provides for the needs of the jurors when necessary as directed by the Judge; and ensures jurors are kept separate during trials.

Prepares voir dire, roll call lists, seating chart and panel seating order list for each trial weekly for Judges, attorneys, public defender, prosecutor and other court personnel.

Maintains daily attendance records for jurors, computes jury fees in accordance with established procedure, prepares and submits claims to the County Clerk for payment of jury fees and reimbursement of expenses. Manages recordkeeping and data entry for the program including: tracking jurors; and payments made to jurors.

Processes jury evaluation form surveys, appreciation letters from Judges, employee affidavits for jurors, compiles failed to appear lists and sends letters, creates jurors selected list for each trial, tracks jury trial detail forms for each trial.

Maintains statistical records and prepares monthly reports; analyses data and makes recommendations to improve juror utilization, reduce jury cost and improve policies and procedures. Prepares and submits various documentation, correspondence, and reports as required.

Performs related duties as required.
discriminating thinking and guided problem solving.
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: Public Works - Landfill ___________________________ Date: 4/13/2016

Position Title: Scale House Attendant ___________________________ Number:

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>
</tr>
</thead>
<tbody>
<tr>
<td>Factor I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License/Cert.</td>
<td>Level 3 - C</td>
<td>Points</td>
<td>139.00</td>
</tr>
<tr>
<td>Annual Recert.</td>
<td>5%</td>
<td>Points</td>
<td>6.95</td>
</tr>
<tr>
<td>Experience</td>
<td>5%</td>
<td>Points</td>
<td>6.95</td>
</tr>
<tr>
<td>Factor II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervision</td>
<td>Level 2 - C</td>
<td>Points</td>
<td>192.00</td>
</tr>
<tr>
<td>Public Contact</td>
<td>10%</td>
<td>Points</td>
<td>19.20</td>
</tr>
<tr>
<td>Budget</td>
<td>0%</td>
<td>Points</td>
<td>0.00</td>
</tr>
<tr>
<td>Factor III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stress</td>
<td>15%</td>
<td>Points</td>
<td>18.90</td>
</tr>
<tr>
<td>Factor IV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazard</td>
<td>0%</td>
<td>Points</td>
<td>0.00</td>
</tr>
</tbody>
</table>

PROPOSED PAY GRADE: 10 TOTAL POINTS: 573.95

Comments: _____________________________________________

Committee Members: Name: Kevin Eckersell  Title: Public Works Director

Name: John Henderson  Title: Human Resource Director

Name: Roger Christensen  Title: Board of County Commissioners

EXECUTIVE COMMITTEE RECOMMENDATION

☐ Approve  ☐ Disapprove  Date: __________________________

Comment: _____________________________________________

BOARD OF COUNTY COMMISSIONERS ACTION

☐ Approved  Effective Date: 4-13-16  ☐ Disapproved

Comment: _____________________________________________

Signature: ___________________________ Date: 4-13-16

Chairman
BONNEVILLE COUNTY
JOB CLASSIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Scale House Attendant</th>
<th>Job Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept./Div.:</td>
<td>Public Works - Landfill</td>
<td>Pay Class: 10</td>
</tr>
<tr>
<td>Status:</td>
<td>Hourly/Non-Exempt</td>
<td>Work Comp: 7590-00</td>
</tr>
</tbody>
</table>

GENERAL PURPOSE

Serves as the first point of contact for customers depositing waste at the waste facility; Responsible for the scaling of all vehicles that enter the Bonneville County solid waste facilities while providing efficient, courteous customer service.

SUPERVISION RECEIVED

Works under the general supervision of the Solid Waste Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Operates landfill scale, computer, cash register and other related office equipment to enter and maintain data for various statistical reports. Answers customer questions related to policies and regulations of the Solid Waste Department. Maintains detailed computer records of volume and type of waste entering the landfill through the transfer station; and checks contractors and the public before admittance for compliance with regulations.

Directs traffic at the solid waste transfer facility receiving area; monitors wastes for listed or characteristic hazardous or unacceptable materials; provides for proper disposal. Determines appropriate fees for solid waste disposal in accordance with rate schedule, collects fees and directs customer to appropriate area of disposal site.

Provides information to the public concerning disposal and recycling of solid wastes and apprises public of regulations and guidelines governing proper methods for disposing of various types of hazardous materials.

Provide accurate and efficient information for customer billing to include reports to customers and management

Assists with clerical duties; answers phones; maintains filing system for various documents;

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS
1. Educations and Experience:

   A. Graduation from high school or equivalent;

       AND

   B. One (1) year related experience in customer service;

       OR

   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

   Working knowledge of the equipment associated with solid waste facilities. Knowledge of basic
   record keeping principles and procedures. Ability to perform daily work involving written or
   numerical data and to make arithmetic calculations accurately. Ability to maintain simple clerical
   records. Ability to receive cash funds and make change accurately. Ability to communicate and
   interface with the public.

   Ability to read, interpret and apply moderately complex written and oral instructions related to
   identification and handling of hazardous and unacceptable materials; establish effective working
   relationships with employees, supervisors and the general public.

3. Special Qualifications:

   Must complete state certification requirements for Hazardous Materials First Responder - Operations
   Level within one year of appointment.
   Must be willing to work shifts including weekends and holidays.

4. Work Environment:

   Incumbent of the position performs physically demanding duties both indoors and out. Tasks require a
   variety of physical activities involving muscular strain, such as: lifting, walking, standing, stooping
   and reaching. Vision and hearing faculties are essential to the safe performance of job duties.
   Common eye, hand, finger, leg and foot dexterity exist in many aspects of daily functions. Mental
   application utilizes memory for details, verbal and written instructions, emotional stability,
   discriminating thinking and guided problem solving. Normal setting for this job is: Scale House
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: Public Works - Road and Bridge

Position Title: Parts Coordinator

Date: 4/13/2016

Number: 6155.0

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

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

<table>
<thead>
<tr>
<th>Factor I</th>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>License/Cert.</td>
<td>3 - C</td>
<td>139.00</td>
</tr>
<tr>
<td>Annual Recert.</td>
<td>5%</td>
<td>6.95</td>
</tr>
<tr>
<td>Experience</td>
<td>5%</td>
<td>6.95</td>
</tr>
<tr>
<td></td>
<td>15%</td>
<td>20.85</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor II</th>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision</td>
<td>4 - D</td>
<td>313.00</td>
</tr>
<tr>
<td>Public Contact</td>
<td>0%</td>
<td>0.00</td>
</tr>
<tr>
<td>Budget</td>
<td>10%</td>
<td>31.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor III</th>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stress</td>
<td>4 - C</td>
<td>138.00</td>
</tr>
<tr>
<td>Hazard</td>
<td>5%</td>
<td>6.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor IV</th>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 - C</td>
<td>67.00</td>
</tr>
<tr>
<td>Hazard</td>
<td>10%</td>
<td>6.70</td>
</tr>
</tbody>
</table>

PROPOSED PAY GRADE: 12  TOTAL POINTS: 736.35

Comments:

Committee Members:

Name: Kevin Eckersell  Title: Public Works Director

Name: John Henderson  Title: Human Resource Director

Name: Roger Christensen  Title: Board of County Commissioners

EXECUTIVE COMMITTEE RECOMMENDATION

☑ Approve  ☐ Disapprove  Date: 4-13-14

Comment:

BOARD OF COUNTY COMMISSIONERS ACTION

☑ Approved  Effective Date: 4-13-14  ☐ Disapproved

Comment:

Signature: ____________________________  Date: 4-13-14
Chairman
BONNEVILLE COUNTY
JOB CLASSIFICATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parts Coordinator</th>
<th>Index Code:</th>
<th>6155.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept./Div.:</td>
<td>Road &amp; Bridge – Fleet Maintenance</td>
<td>Pay Class:</td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td>Hourly/Non-Exempt</td>
<td>Work Comp:</td>
<td>8810-00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EEO Code:</td>
<td>F</td>
</tr>
</tbody>
</table>

GENERAL PURPOSE

Performs a variety of complex technical, accounting and clerical duties to support the vehicle and equipment maintenance operations of the Public Works Department including records maintenance, inventory control and monitoring of preventative maintenance programs.

SUPERVISION RECEIVED

Works under the general supervision of the Shop Supervisor.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Maintains inventory of standard parts and supplies including oil and fluids for the repair and maintenance of county vehicles and equipment; obtains price quotes and purchases parts and supplies in accordance with established policies and procedures; picks up or receives and verifies orders for accuracy; resolves discrepancies in orders and issues credits for returned merchandise; monitors warranty issues to insure proper credit; prepares and submits claims for payment of invoices in accordance with established procedures; and performs annual inventory audit.

Utilizes parts manuals to determine appropriate parts for the repair and maintenance of specific vehicles and equipment; pulls and issues parts from inventory or orders parts in connection with work orders; picks up and delivers parts and supplies as needed; operates a forklift or overhead crane as needed to access and move materials; and maintains detailed records of repairs or services for each vehicle or piece of equipment including cost of parts, repairs, routine maintenance, etc.

Monitors preventative maintenance schedules for all county vehicles and equipment; contacts various department staff for scheduling maintenance appointments; assists the shop manager in responding to requests for unscheduled repairs and maintenance; documents services performed for each vehicle in specialized software program.

Maintains current MSDS sheets on materials as required; issues safety equipment and supplies as needed; maintains a system to account for county tools and equipment checked out to individuals; checks equipment and tools returned for wear or damage; provides for repair or replacement of tools and equipment as needed.

Enters and maintains a variety of financial and other data using specialized financial, inventory control and other computer information systems; performs research and provides a variety of written and oral reports from financial and vehicle maintenance records as required; provides information as needed to assists managers in preparation various reports and annual budgets.
Assists other maintenance shop employees as needed or directed and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from high school plus one year of post high school education or training in general office practice and bookkeeping or accounting. Specialized training in computer assisted accounting, inventory control in a fleet maintenance environment preferred;
   AND
   B. Three (3) year of experience performing above or related duties;
   OR
   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

   Working knowledge of computer assisted management information systems; basic bookkeeping accounting, purchasing processes and fiscal control methods; various PC software applications such as spreadsheet, database, word processing, computerized inventory control systems etc.; general office management and practices; recording and filing procedures and methodologies; the operation of standard office equipment; basic mathematics including calculation of percentages; and interpersonal relations. Some knowledge of automotive mechanics is preferred.

   Ability to communicate effectively, verbally and in writing; to read, understand and apply complex parts manuals, MSDS sheets and other written instructions; maintain accurate detailed financial and maintenance activity records; develop and maintain effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

   Must maintain a valid Idaho Driver’s license
   Must be able to operate personal computer.
   Must be able to type 40 wpm.
   Must be able to operate a forklift and overhead crane and be certified in both.

4. Work Environment:

   Tasks performed in a typical parts room setting with appropriate climate. Some exposure to fumes, dust, dirt, oil and other fluids or chemicals; moderate to noisy conditions; uneven and wet or slippery surfaces. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, climbing, reaching, lifting and moving weights up to 100 lbs. Talking, hearing and seeing essential to job tasks. Necessity for common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking. Regular local travel is by light truck or automobile is required.