

Dept.	Administrative Services
Division	605000000-Information Services
Title	Business Technology Partner
Grade(s)	21
Type	Full-Time
Position #	#00003494
Vacancy	6/11/2015
	<p><u>JOB SUMMARY</u></p> <p>Acts as liaison between the Information Technology (IT) division and other to ensure the County is receiving the best technology and support solutions to manage the operational aspects of the business and align with the County's visions and goals.</p> <p>Improves existing systems and business processes; provides new and innovative technology solutions; supports a progressive, effective, and efficient government; envisions and prepares the County for the future.</p> <p>Leads peers, business analysts and customers to improve communication and improve processes in agencies and departments, acting as a key business sponsor and representative to the IT organization.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Twelve (12) years of directly related business analyst experience in a similar environment, size and scope, or a Bachelor's degree in an Information Technology field or business, plus eight (8) years of equivalent business analyst experience in a similar environment, size and scope.</p> <p>A minimum of two (2) years of experience managing staff including hiring, firing, mentoring and training.</p> <p>Professional certification in technology and/or project management preferred.</p> <p><u>ESSENTIAL FUNCTIONS.</u></p> <p>Stays current with technical knowledge in information systems, detailed knowledge of business processes and best practices.</p> <p>Delivers the strategic vision for technology and process improvement supporting County agencies and departments, working within the technology architecture and roadmap.</p> <p>Communicates roadmap for applications and infrastructure for roadmaps that support various agencies and departments, including maintenance, projects, enhancements, upgrade path, etc.</p> <p>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Understands and documents current business process flows, including "pain points". Designs and successfully implements future state business process improvements.</p> <p>Aligns system investments and process improvements with current and future strategies, emerging business models and functional requirements.</p> <p>Partners with agencies and departments to identify and assess changes in business processes and technology needs.</p> <p>Determines and communicates associated training needs for business process and technology.</p> <p>Participates in change management tasks and risk impact evaluation.</p> <p>Coordinates with a team of indirect reports, users, and consultants that span technical and functional areas.</p> <p>Serves as the escalation point for Information Technology on agency and department issues.</p> <p>Manages the RFP process, including documentation for RFPs, business requirements, and technical analysis.</p> <p>Works with budget committee to identify annual operational and capital budgets for the assigned group and the IT organization as a whole. Matches appropriations for specific programs with appropriations for broader programs, including items for emergency funds.</p> <p>Develops IT cost metrics for budgeting and employee headcount analysis, current and projected.</p> <p>Prepares projections on IT capital budget and monitor expenditure levels.</p> <p>Evaluates IT key performance indicators. Analyzes monthly department budgeting and accounting reports to maintain expenditure.</p>
Start	4/4/2017
End	4/4/2017
Manager	Brown, Melissa

Dept.	Administrative Services
Division	615000000-Human Resources
Title	Employee Benefits Specialist
Grade(s)	13
Type	Full-Time
Position #	#00007818
Vacancy	2/10/2017
	<p><u>JOB SUMMARY</u> Assists with the administration of the Salt Lake County Benefits Program which includes medical, dental, retirement, long term disability (LTD), group life, wellness programs, and deferred compensation programs.</p> <p><u>MINIMUM QUALIFICATIONS</u> Associate's degree from an accredited college or university in Business, Human Resources, or other closely related field and one (1) year of health benefits experience; OR an equivalent combination of related education and experience.</p> <p><u>ESSENTIAL FUNCTIONS</u> Coordinates, reviews, and processes all employee and retiree enrollments and other required documents; determines eligibility for health, dental, and/or life insurance; reviews complex and technical aspects of enrollments and follows-up with carriers and applicants for needed information to complete enrollment and/or change process; bills retirees monthly or as needed.</p> <p>Examines insurance programs to assure proper status of insured dependents; deletes from coverage those dependents reaching termination age; reviews and processes all change applications and other required documents; prepares insurance carriers' reports.</p> <p>Coordinates with insurance carriers to resolve administrative errors, intervenes in claim disputes between employees, and carriers and attempts to reconcile problems</p> <p>Assists in the development and implementation of applicable benefits policy; interprets existing policy for employees and retirees</p> <p>Completes processes for payments to vendors including auditing and providing eligibility and enrollment files to vendors.</p> <p>Manages billing process for employees, retirees, LTD by correct under-and over-benefit payments, assures proper calculation of premiums, and monitors accounts to assure proper collection and payment of premiums.</p> <p>Coordinates enrollment for group term life and accidental death and dismemberment insurance programs.</p> <p>Participates in open enrollment activities and benefits fairs; conducts in-person New Hire Benefits Orientations.</p> <p>Receives and responds to written, phone, and in-person inquiries regarding County benefits.</p> <p>Conducts retiree exit interviews for County employees leaving active employment; describes eligible health benefits coverage and discusses retirement plans.</p> <p>Manages a component of the benefits Human Resources Information System (HRIS). Identifies HRIS issues and solutions, finds process efficiencies, and conducts testing.</p> <p>Creates and maintains resource materials for employees, retirees, and LTD.</p> <p>Completes professional level benefits research for status reports and data analysis, including reports and queries from HRIS.</p>
Start	4/10/2017
End	4/24/2017
Manager	Ongkiko, Michael

Dept.	Community Services
Division	3594000000-Zoo, Arts, and Parks
Title	Program Director - Zoo, Arts and Parks (ZAP)
Grade(s)	17
Type	Full-Time
Position #	#00003880
Vacancy	4/1/2017
	<p><u>JOB SUMMARY</u> Plans, manages, and coordinates programs and functions of Salt Lake County's Zoo, Arts and Parks Fund, including oversight of budgeting and fiscal controls, communications, and employee and volunteer supervision. May oversee and/or direct other art and cultural activities and staff on behalf of the Community Services Department.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Arts Administration, Public Administration, or other closely related field, plus six (6) years of related experience, of which three (3) must have been supervisory. Education may not be substituted for the required supervisory experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p><u>ESSENTIAL FUNCTIONS</u> Oversees and administers Salt Lake County's Zoo, Arts and Parks Funds. Accounts for the publicly supported cultural, botanical, and zoological sales tax revenues. Maintains financial and legal compliance.</p> <p>Establishes goals and priorities for ZAP.</p> <p>Facilitates Tier I and Tier II Advisory Boards. Plans, develops agendas, coordinates, and attends all Advisory Board meetings. Orients Advisory Board members as to ZAP's statutory requirements, duties and responsibilities. Advises boards as appropriate.</p> <p>Develops fair, equitable, and objective application process. Oversees grant making and management of funds distribution. Assists client organizations in grant application process. Provides technical assistance to non-profit cultural organizations.</p> <p>Prepares and monitors the annual budget. Submits budget adjustments.</p> <p>Oversees approximately \$12 million in contracts (Tier I, Tier II and Zoological) working with the District Attorney's Office, Contracts and Procurement, Auditor's Office, and County Council. Ensures the execution and management of contracts and agreements by all contracting parties.</p> <p>Manages community relations, public relations, and all communications. Maintains and enhances the public image of ZAP. Oversees all communications for the division, including newsletters, web management content, social media, and public relations.</p> <p>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Manages outside consultant contracts that enhance the ZAP program. Serves on the selection committee, monitors contracts, fees, and scope of work.</p> <p>Presents Advisory Board Recommendations to the County Council and Community Services Subcommittee.</p> <p>Participates in and may direct other arts and cultural activities for the Community Services Department.</p>
Start	4/4/2017
End	4/17/2017
Manager	Yocom, Holly

Dept.	Community Services
Division	3630000000-Parks
Title	Lead Custodial Worker
Grade(s)	9
Type	Full-Time
Position #	#00003954, & #00003944
Vacancy	3/16/2017
	<p><u>JOB SUMMARY</u> Performs custodial and repair functions. Assists with some supervisory functions.</p> <p><u>MINIMUM QUALIFICATIONS</u> Six (6) months of experience related to the duties of this position. Supervisory experience preferred.</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p><u>ESSENTIAL FUNCTIONS</u> Supervises and participates in the daily cleaning, maintenance and upkeep of assigned facility.</p> <p>Verifies all cleaning procedures and materials are appropriate and comply with Occupational Safety and Health Administration (OSHA) regulations.</p> <p>Monitors the operation of assigned facility's heating, lighting, plumbing, ventilation and air conditioning system and report irregularities to facility director or immediate supervisor.</p> <p>Performs building security tasks by locking or unlocking doors and windows, arm or disarm the facility's electronic security system according to building protocol.</p> <p>Schedules and performs regular cleaning tasks on carpet, upholstery, strip and re-waxing floors, and other non-daily tasks.</p> <p>Performs exterior building maintenance tasks such as snow removal, window washing, graffiti removal, and the clearing and cleaning of roof drains, gutters and downspouts.</p> <p>Schedules and conducts regular employee staff meetings to respond to inquiries, concerns, and to discuss projects and assignments to be scheduled.</p> <p>Prepares and posts weekly work schedules to accommodate facility activities and coordinate large cleaning and maintenance projects.</p> <p>Monitors custodial supply inventory and usage to maintain adequate stock and to help with budget monitoring.</p> <p>Employs safe work practices, following all safety measures, policies and rules for parks and recreational facilities.</p> <p>Responds to emergency situations during non-assigned work hours.</p> <p>Performs other duties as assigned.</p>
Start	4/7/2017
End	4/17/2017
Manager	Bullock, Corey

Dept.	Elected Offices
Division	7300000000-Assessor
Title	Real Property Appraisal Mgr - Internal Promotion
Grade(s)	16
Type	Full-Time
Position #	#00000653
Vacancy	4/1/2017
	<p><u>JOB SUMMARY</u> Manages the Residential Ad Valorem Tax Appraisers in assignment to value all types of residential properties in Salt Lake County.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Accounting, Finance, or closely related field, plus two (2) years of experience as a real property appraiser or in an appraisal capacity; OR an equivalent combination of education and experience. Education may not be substituted for the required property appraisal experience.</p> <p>Must possess and maintain a Certified Residential Appraiser License issued by the State of Utah.</p> <p>Must have or obtain within the first year of employment, an Ad Valorem Residential Appraiser designation and must maintain said designation.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>A valid Driver's License issued by the State of Utah may be required to operate a vehicle.</p> <p><u>ESSENTIAL FUNCTIONS</u> Coordinates residential appraisal section's functions with other County and governments entities. Assists in determining and communicating Division policies and the general scope of Division's residential appraisal operations and procedures. Assists in the strategic and tactical planning, development, evaluation, and coordination of the Division. Assists in evaluating annual budget requests for staff and equipment. Supervises staff, which includes: hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, discipline, and licensing. Monitors, researches and recommends advances in technology needed for Division's goals. Provides assistance to monitor, respond, and implement Division specific Federal, State and/or local legislation. Acts as an Appraiser Trainee Supervisor in accordance with the regulations of the Utah Department of Commerce Division of Real Estate.</p>
Start	3/31/2017
End	3/31/2017
Manager	Pullan, Tamara

Dept.	Elected Offices
Division	7300000101-Assessor
Title	Chief Deputy Assessor - Appointed - Internal Promotion
Grade(s)	0
Type	Appointed
Position #	#00000588
Vacancy	5/31/2017
	<p><u>JOB SUMMARY</u> Manages the Residential Ad Valorem Tax Appraisers in assignment to value all types of residential properties in Salt Lake County.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Accounting, Finance, or closely related field, plus two (2) years of experience as a real property appraiser or in an appraisal capacity; OR an equivalent combination of education and experience. Education may not be substituted for the required property appraisal experience.</p> <p>Must possess and maintain a Certified Residential Appraiser License issued by the State of Utah.</p> <p>Must have or obtain within the first year of employment, an Ad Valorem Residential Appraiser designation and must maintain said designation.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>A valid Driver's License issued by the State of Utah may be required to operate a vehicle.</p> <p><u>ESSENTIAL FUNCTIONS</u> Coordinates residential appraisal section's functions with other County and governments entities.</p> <p>Assists in determining and communicating Division policies and the general scope of Division's residential appraisal operations and procedures.</p> <p>Assists in the strategic and tactical planning, development, evaluation, and coordination of the Division.</p> <p>Assists in evaluating annual budget requests for staff and equipment.</p> <p>Supervises staff, which includes: hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, discipline, and licensing.</p> <p>Monitors, researches and recommends advances in technology needed for Division's goals.</p> <p>Provides assistance to monitor, respond, and implement Division specific Federal, State and/or local legislation.</p> <p>Acts as an Appraiser Trainee Supervisor in accordance with the regulations of the Utah Department of Commerce Division of Real Estate.</p>
Start	3/31/2016
End	3/31/2016
Manager	Pullan, Tamara

Dept.	Elected Offices
Division	7300000201-Assessor
Title	Division Administrator - Residential - Internal Promorion
Grade(s)	19
Type	Full-Time
Position #	#00000612 - Double Fill 2 months
Vacancy	4/1/2017
	<p><u>JOB SUMMARY</u> Establishes, executes, and oversees all functions of administration and management for the assigned Division.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Real Estate, Economics, Mathematics, Public Administration, Business, or other closely-related field, plus four (4) years of related experience, of which two (2) years must have been in a supervisory or administrative role, which must include management of a large division or program; OR an equivalent combination of education and experience. Education may not substitute for the required supervisory or managerial experience.</p> <p>Must possess a valid Utah Driver's License.</p> <p>Must possess or obtain an Appraiser's License through the Division of Real Estate, and hold an Ad Valorem Appraiser designation from the Utah State Tax Commission within 36 months after the date of hire.</p> <p>It is required that the license and designation be maintained.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides strategic and tactical planning, development, evaluation, and coordination for the Division. Determines and communicates Division policies and the general scope of operations and procedures. Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline. Manages the Division's annual budget. Determines the Division's needs with regards to staff and equipment for annual budget requests. Coordinates the Division's functions with other County and government entities. Monitors, researches, and recommends advances in technology to meet the Division's goals. Researches and responds to difficult or controversial situations. Monitors, responds, and implements Division-specific federal, state, or local legislation.</p>
Start	3/31/2017
End	3/31/2017
Manager	Pullan Tamara

Dept.	Elected Offices
Division	9120000000-COUNTY JAIL
Title	Corrections Specialist
Grade(s)	11
Type	Full-Time
Position #	#00001222
Vacancy	10/1/2016
	<p><u>JOB SUMMARY</u> Creates and updates prisoner records to book prisoners into jail, updates prisoner locations and assignments, and processes court appearance paperwork and release documents.</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of office support experience performing office related tasks, creating documents, maintaining records, processing paperwork, entering data, and customer service.</p> <p>Must pass a Sheriff's Office background check</p> <p>Must be 18 years of age</p> <p>Must be a U.S. Citizen</p> <p><u>ESSENTIAL FUNCTIONS</u> Interacts with arresting officers and reviews warrants and other court and legal documents.</p> <p>Creates prisoner records and updates records as new information is received.</p> <p>Determines appropriate court and jurisdiction for all charges and warrants.</p> <p>Performs criminal history checks and updates and records information for appropriate court.</p> <p>Interviews prisoners to create prisoner profiles and records possible liability issues.</p> <p>Notifies housing units of prisoner court dates, releases, holds, etc.</p> <p>Assembles Remanding Orders and prepares documents for prisoner court appearances.</p> <p>Reviews prisoner records to establish release dates.</p> <p>Notifies arresting agencies, pre-trial services, or other outside agencies of the release of prisoners.</p> <p>Processes requests for releasing prisoners to court appearances, transfers between jails and prisons, and court-ordered appointments.</p> <p>Responds to Prisoner Request Forms and prisoner questions.</p>
Start	3/31/2017
End	4/14/2017
Manager	Lucey, Carita

Dept.	Human Services
Division	2150002022-Health Dept.
Title	Community Health Education Coordinator
Grade(s)	14
Type	Full-Time
Position #	#00001974
Vacancy	12/31/2016
	<p><u>JOB SUMMARY</u> Coordinates countywide community health education activities for the agency. Promotes health-related community outreach, organizes and builds coalitions to address population-based public health goals.</p> <p><u>MINIMUM QUALIFICATIONS</u> Graduation from an accredited college or university with a Bachelor's Degree in Health Promotion, Health Education, Community or Public Health Education, Behavioral Science and Health with an emphasis in Health Education, plus two (2) years of related full-time experience in health promotion or health education; OR an equivalent combination of education and experience.</p> <p>Certified Health Education Specialist (CHES) is preferred.</p> <p>Must have a valid driver's license at the time of hire and reliable means of transportation.</p> <p>It is mandatory all new hires receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment or provide a copy of their immunization card prior to starting. The immunization card must show the vaccine name and date received.</p> <p><u>ESSENTIAL FUNCTIONS</u> Coordinates activities of Health Promotion staff to meet the requirements of State and Federal grant contracts.</p> <p>Assists in developing, planning and implementing county-wide health education, behavior risk reduction and outreach programs.</p> <p>Assesses health education needs and priorities of various populations using appropriate assessment tools.</p> <p>Monitors and evaluates program compliance and program budgets with grants and contracts expectations.</p> <p>Coordinates collection of data measuring effectiveness against established program criteria, integrity and compliance.</p> <p>Develops, implements, and coordinates community health programs, guiding community leaders to address population based health issues.</p> <p>Provides training to program staff about needed health promotion topics.</p> <p>Helps management team with organizing and sustaining community Health Coalitions.</p> <p>Provides connections between Salt Lake County Health Department and community groups and coalitions.</p> <p>Recruits membership to community health coalitions among Government agencies, Healthcare organizations, businesses, community, educational, special interest groups, and the general public.</p> <p>Develops and prepares required reports, documents, statistical information, and presentations.</p> <p>Assists in developing accurate and credible press releases, public service announcements and developing health information.</p> <p>Responds as part of the Department Emergency Communications Team.</p>
Start	4/5/2017
End	4/10/2017
Manager	Hanson, Steve

Dept.	Human Services
Division	2150003000-Health Dept.
Title	Office Supervisor
Grade(s)	21
Type	Full-Time
Position #	#00002094
Vacancy	4/5/2016
	<p><u>JOB SUMMARY</u> Provides administrative support for administration and assigned programs. Manages office operations and supervises staff.</p> <p><u>MINIMUM QUALIFICATIONS</u> Four (4) years of closely related experience, of which six (6) months must have been in a supervisory capacity; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides administrative support for Division leadership, committees, councils, and assigned groups.</p> <p>Supervision of staff which includes selection, training, correcting deficiencies, and implementing discipline procedures.</p> <p>Act as liaison with staff, other agencies, and other individuals, communicates information and coordinates activities of the bureau or division director,</p> <p>Develops, maintains, organizes, stores, and monitors reports, correspondence, files, forms and documents.</p> <p>Answers the telephone, assists customers/clients, receives and distributes mail, and takes and responds to complaints.</p> <p>Manages the receipt of money, manages a petty cash fund, and may act as agent cashier, collects, audits, reconciles and deposits money, and assists in drafting and tracking budgets, and makes approved purchases.</p> <p>Provides support and training to division-wide support staff on a variety of topics.</p> <p>Coordinates records management for the bureau or division, processes access to records requests, and ensures compliance with GRAMA and GRAMP records requirements.</p> <p>Manages timekeeping and payroll processes. Prepares mileage and other reimbursement forms.</p> <p>Attends and conducts meetings with or for the division or bureau director.</p> <p>Prepares agendas and materials for meetings, takes, transcribes and distributes minutes of meetings, hearings and conferences, coordinates participation of those attending meetings.</p> <p>Maintains and evaluates computer systems, provides staff technical computer assistance, may act as business/liaison with outside companies.</p> <p>Monitors and coordinates building and office equipment maintenance. Manages inventory of supplies and equipment. Serves as records coordinator, complying with all policies and procedures.</p>
Start	3/28/2017
End	3/28/2017
Manager	Peterson, Eric

Dept.	Human Services
Division	2300000700-Aging and Adult Services
Title	Center Program Coordinator
Grade(s)	13
Type	Full-Time
Position #	#00002366
Vacancy	4/3/2017
	<p><u>JOB SUMMARY</u> Plans, promotes, coordinates, supervises and evaluated assigned adult recreations programs and community events.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in recreation, Gerontology or other closely related field, plus one (1) year of other closely related field; Or and equivalent combination of related education and experience.</p> <p>Due to nature of position, the successful applicant must pass a required background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u> Plans, promotes, and coordinates adult activities, programs and community events.</p> <p>Identifies the needs and feasibility of current and future programs and events.</p> <p>Hires, trains, promotes, evaluates, disciplines, and terminates temporary employees and volunteers.</p> <p>Assists with preparing and administrating individual program budgets as appropriate, monitors expenditures and payroll.</p> <p>Completes post-program evaluations which include patron feedback, program success and failures, event budget monitoring report, and implementation for future programs and events.</p> <p>Manages multiple programs simultaneously.</p> <p>Participates in job-related committees, and professional development activities.</p> <p>Purchases program supplies and equipment. Maintains and controls inventory.</p> <p>Provides effective customer service. Reconciles program and patron complains and responds to sensitive issues with general guidance from the supervisor.</p> <p>Prepares assigned reports.</p>
Start	4/3/2017
End	4/10/2017
Manager	Lobato, Dee Dee

Dept.	Human Services
Division	2400000000-Criminal Justice Services
Title	Case Management Supervisor - Current Criminal Justice Merit Employees Only
Grade(s)	15
Type	Full-Time
Position #	#00008076
Vacancy	4/8/2017
	<p><u>JOB SUMMARY</u> Provides supervision and direction to subordinate staff and coordinates work flow within the work unit.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Social Sciences, Behavioral Sciences, Public Administration, or other closely related field; OR an equivalent combination of related education and experience, plus six (6) months of supervisory experience. Education may not substitute for required supervisory experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides supervision and direction to case management staff including answering questions and resolving problems within the work unit</p> <p>Creates a process for, and monitors, the assignment of caseloads to ensure appropriate supervision levels</p> <p>Ensures that Case Managers perform intake, risk/need assessments, Pre-Sentence report investigations, maintains up-to-date monitoring of court requirements, and provides appropriate referrals to outside agencies</p> <p>Reviews work performance (including PSR's as necessary), monitors accuracy and timeliness of case management activities, and conducts quality assurance audits</p> <p>Participates in the interviewing and selection of staff within the work unit. Provides training, coaching, and on-going support for new and existing case managers</p> <p>Conducts performance appraisals determining employees' achievement of performance standards/ expectations through direct observation, quality assurance reviews and agency statistical information</p> <p>Schedules staff coverage to accommodate client services and workload needs by rearranging staff assignments where practical</p> <p>Reviews and approves time & attendance, sick leave, vacation requests and other leave, while ensuring adequate coverage</p> <p>Serves as a liaison/information source between the work unit, courts, other criminal justice agencies, treatment agencies, and the general public</p> <p>Assists in the developing, writing, and implementation of internal policies, job descriptions, and guidelines in conjunction with Administration</p> <p>Provides coverage in absence of Program Manager or other supervisory staff to assist in the smooth operation of the unit/division</p>
Start	4/3/2017
End	4/10/2017
Manager	Andrew, Scarlett

Dept.	Human Services
Division	2400000000-Criminal Justice Services
Title	Service Manager - Probation
Grade(s)	16
Type	Full-Time
Position #	#00002779
Vacancy	5/1/2017
	<p><u>JOB SUMMARY</u></p> <p>The Service manager oversees and coordinates all probation services and manages staff. The manager has primary responsibility for planning, organizing, directing, and evaluating all components of the program to ensure optimum efficiency and effectiveness. The position is responsible for evaluating and enforcing evidence-based practices, developing and monitoring program policy and procedure, and supervising continuous quality improvement of service coordination and community collaborations.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Bachelor's Degree from an accredited college or university in Social or Behavioral Sciences, Public Administration, or other closely related field, plus four (4) years of experience in the criminal/juvenile justice systems, of which one (1) year must have been supervisory/administrative. Education may not be substituted for the required supervisory/administrative experience.</p> <p>Preference will be given for experience in the criminal justice system administering programs, budget and projects, or program development.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Leads the design and implementation of programs to accomplish service's objectives and initiatives. Assures the continued analysis of mandates, goals, and objectives.</p> <p>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Monitors case management by reviewing program needs and statistics, caseload size, and identifying areas needing attention and correction.</p> <p>Acts as an administrative liaison with referring judges to meet the unique needs of each court. Prepares presentations and acts as an informational resource for, and meets directly with, referring judges, court administrators, prosecutors, and defense attorneys</p> <p>Provides periodic staff meetings and regular individual meetings in order to share information with staff, resolve problems, and provide training.</p> <p>Develops program budgets by prioritizing and projecting fiscal needs. Monitors and controls expenditures by reviewing periodic budget reports, making staffing and other expense decisions.</p> <p>Interacts with criminal justice agencies, treatment agencies, and other agencies providing services appropriate to clients, in order to promote the client's best interest.</p>
Start	4/3/2017
End	4/12/2017
Manager	Andrew, Scarlett

Dept.	Human Services
Division	2500000500-Library Services
Title	Shipping/Receiving Clerk
Grade(s)	9
Type	Full-Time
Position #	#00003211
Vacancy	4/3/2017
	<p><u>JOB SUMMARY</u> Receives opens, and allocates incoming shipments of library materials, equipment, and supplies.</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of work experience related to these duties.</p> <p><u>ESSENTIAL FUNCTIONS</u> Receives incoming shipments.</p> <p>Sorts, unpacks and examines incoming shipments.</p> <p>Checks contents against packing slip or invoice. Records and reports shortages, damages and discrepancies.</p> <p>Routes materials and corresponding paperwork to appropriate destination.</p> <p>Prepares materials for shipment via freight carriers.</p> <p>Maintains records of incoming and outgoing shipments.</p> <p>Maintains open invoice file.</p> <p>Assists with other departmental functions, as needed, to cover absences or equalize work load.</p>
Start	4/4/2017
End	4/18/2017
Manager	Broussard, Linda

Dept.	Human Services
Division	2500000716-Library Services
Title	Library Shelver
Grade(s)	7
Type	Part-Time (with benefits)
Position #	#00003148
Vacancy	4/17/2017
	<p><u>JOB SUMMARY</u> Empties book drops, sorts and shelves library materials, fills and processes holds, and checks in library materials.</p> <p><u>MINIMUM QUALIFICATIONS</u> Must be 16 years of age or older at time of hire.</p> <p>Due to the nature of this position, successful applicants 18 years or older are subject to a background check.</p> <p><u>ESSENTIAL FUNCTIONS</u> Empties book drops and soft carts.</p> <p>Sorts library materials on carts by call number.</p> <p>Shelves library materials in proper alphabetic or numeric order.</p> <p>"Shelf reads" to ensure materials are in proper order.</p> <p>Fills and processes hold requests.</p> <p>Searches for materials, as requested.</p> <p>Shifts collection, when needed.</p> <p>Checks in library materials.</p> <p>Performs assigned support tasks.</p> <p><u>WORKING CONDITIONS</u> Work is performed primarily in an indoor environment. Exposure to extreme temperatures, both hot and cold, when emptying outside book drops. Significant standing and walking. Requires ability to bend, kneel, stoop, reach up to six feet (with or without a step stool), lift up to 30 pounds, and push/pull a loaded shelving cart weighing up to 150 pounds.</p>
Start	4/11/2017
End	4/11/2017
Manager	Broussard, Linda