

06

304

Exhibit A

SUMMIT COUNTY
HUMAN RESOURCE COMMISSION

06

304

Nancy L. Wilson, Chairperson
Joel D. Bailey, Member
Richard E. Dobbins, Member

Lisa Okolish Miller, Director

ORDER

Date: June 12, 2006

Order # : 06-06

Whereas the Human Resource Commission met in a public meeting at 11:30 a.m. on Monday June 12, 2006 to address a request from the Sheriff to; create one(1) new classification for the Sheriff;

1. Classified classification of 'Population Control Administrator (Inmate Population)

Whereas the Human Resource Director reviewed the request and recommended the following action;

One (1) new classifications be created;

Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Allyson Miller Leonard of the Sheriff's office;

Whereupon a motion was entered by Richard Dobbins and seconded by Joel Bailey to approve the creation of the above mentioned classification for the Sheriff.

A roll call vote was taken as follows:

N. Wilson	Aye
J. Bailey	Aye
R. Dobbins	Aye

The motion carried.



Lisa Okolish Miller, Director HRC

Cc: Drew Alexander, Sheriff
Leonard Foster
Dave Hannan
Wayne Vetter

Allyson Miller Leonard



COUNTY OF SUMMIT
CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

TITLE: Population Control Administrator

CODE: 29221

JOB RESPONSIBILITIES:
Performs other related duties as required.

Under administrative direction of the Jail Commander; develops and implements, monitors and administers an efficient intake processing program; prepares and maintains documentation; acts as a liaison with affected entities.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. Associates degree in law enforcement preferred; five (5) years experience in a correction facility, including tow (2) years in a management position.

NOTE: An employee will be exposed to the normal hazards associated with a correction facility; must be able to access and travel to the various work sites; may be required to have and maintain a valid State of Ohio vehicle operators license.

% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification).	KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (*Indicates developed after employment).
40	(1) Develops and implements policies and procedures to increase maximum efficiency in the processing of inmates (e.g. booking, alternative programs, transfers, released, etc.); monitors system utilization to ensure maximum efficiency between the correction system and other correctional facilities (institutional and private); participates in the development and revision of present and future inmate processing protocols; recommends corrective action to resolve system problems.	Comprehensive knowledge of (a) law enforcement administration, (b) correctional institutional standards; thorough knowledge of (c) data processing techniques, (d) department goals and objectives*, (e) departmental policies and procedures*, (f) court structure and process, (g) human and public relations, (h) management principles; ability to (i) deal with many variables and determine specific action, (j) use statistical analysis, (k) use proper research in gathering data, (l) develop and prepare complex documentation, (m) work alone on most tasks, (n) develop good rapport with courts, public elected officials', administrators, (o) handle sensitive inquires from and contacts with officials.
30	(2) Acts as a liaison person representing the Sheriff in intra and inter relation activities (e.g. courts, judges, state and local correctional officials, social service agencies, and general public, etc.); in discussions related to system population flow.	
20	(3) Prepares and maintains daily, monthly and yearly statistical documentation related to inmate processing activities (e.g., population, bookings, releases, convey, minimum security	

Date Adopted:

Date Revised:

COUNTY OF SUMMIT
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

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TITLE: Population Control Administrator
CODE: 29221

% **ILLUSTRATIVE DUTIES:** (The duties listed **KNOWLEDGE, SKILLS, AND ABILITIES**
of below are intended to depict tasks performed by necessary to perform duties (*Indicates
time this classification). developed after employment).

transfers, etc.)

- 10 (4) Administers through subordinates the daily activities in correctional facilities related to inmate processing, resolves operational problems as directed.

**COUNTY OF SUMMIT
POINT FACTORING SHEET
CATEGORY 3**

**CLASSIFICATION: JAIL POPULATION CONTROL
ADMINISTRATOR**

FACTOR	DEGREE	POINTS
1. Education & Experience A. <u>Education</u>	2	65
B. <u>Experience</u>	3	55
2. Degree of Supervision Exercised	2	48
3. Personal Contacts	6	100
4. Responsibility for Policy Development, Enforcement, Implementation, Interpretation	5	90
5. Responsibility for Safety of Others	4	90
6. Responsibility for Assets/Consequence of Error	2	36
7. Mental Demands	3	63
8. Responsibility for Records/Reports	4	90
TOTAL POINTS		637
PAY GRADE ASSIGNMENT	Category: 3	Grade: 6
DATE: May 3, 2006		
BY: _____		
Wayne Vetter, Personnel Administrator		

EXHIBIT C

06 304

New non-exempt classified classification of Population Control Administrator for the Summit County Sheriff. Classification control number 29221; allocation to the Summit County Compensation Plan Category 3, Grade 6

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Annual	\$47,756.80	56,696.00	71,543.60
Bi- Wkly	1836.80	2296.00	2753.60
Hourly	22.96	28.70	34.42