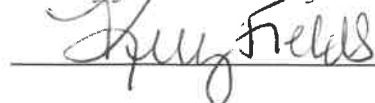


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 09-6-2023	PREPARED BY: Kelly Fields
Meeting Date Requested: 09-13-2023	PRESENTED BY: Judge Trinity Orosco
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Expansion of Work Crew Position from .5 FTE to 1.0 FTE/ Reclass Grade 15 to 14	
FISCAL IMPACT: \$0	
BACKGROUND: <p>District Court intends to expand the work crew program to a full-time program. The program currently operates at three to four days per week. District Court intends to expand to five-days per week. Expansion of the program will increase access to alternatives to incarceration to individuals who already qualify for the program but are unable to participate due to employment obligations. Work crew is funded by a grant through Public Works and the District Court budget. The creation of the program will not increase either budget requirements. Will result in a budget savings as the position would be reclassified from a Grade 15 to Grade 14.</p>	
RECOMMENDATION: Recommend Commissioners sign attached resolution permitting the expansion of the work crew program and posting of position.	
COORDINATION: District Court, Human Resources, Public Works, County Administrator Mike Gonzalez, Commission.	
ATTACHMENTS: <ol style="list-style-type: none">1. Resolution2. Work Crew Supervisor Job Description	
HANDLING / ROUTING: District Court	

I certify the above information is accurate and complete.



Name, Title

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

RE: EXPANSION OF WORK CREW PROGRAM AND INCREASING WORK CREW SUPERVISOR POSITION TO 1.0 FTE THEREBY RECLASSIFYING THE POSITION FROM GRADE 15 TO GRADE 14

WHEREAS, the District Court desires to expand the work crew program to a full-time program, operating at five-days per week; and

WHEREAS, there is a need in our community to have available alternatives to incarceration and expansion of the work crew program will increase access to alternatives to incarceration for individuals whom already qualify for the program but are unable to participate due to employment obligations; and

WHEREAS, in order to have a full-time work crew program, a full-time Work Crew Supervisor position must be created to oversee the program and its participants; and

WHEREAS, the position is currently funded via a grant through Public Works and District Court and would not negatively impact the budget in District Court; and

WHEREAS, the position would be reclassified from grade 15 to grade 14 because probation officer duties would not be intertwined with the position, as currently mandated.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners authorizes the reclassification of the part-time work crew position of a full-time Work Crew Supervisor (full-time, exempt, non-bargaining) at Grade 14, on the 8-hour Non-Bargaining Seven Step Matrix.

AND, BE IT FURTHER RESOLVED, the reclassified position may be advertised and posted per county policy.

APPROVED this ____ day of September, 2023

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Attest:

Chair Pro Tem

Clerk to the Board

Member

Originals: Auditor
AOC

cc: District Court



FRANKLIN COUNTY JOB DESCRIPTION

Work Crew Supervisor

Effective Date: September 13, 2023	Bargaining Unit: Non-Bargaining
Department: District Court	FLSA Status: Non-Exempt
Reports to: District Court Administrator/Probation Director	PCN:
Grade/Salary Schedule: Grade 14 / NB80	

SUMMARY

The Work Crew Supervisor provides direct supervision to a crew of up to ten offenders who perform specific duties based on project, need, capability, and location. Offenders will be participants in the Community Litter Cleanup Program, as well as other projects arise. This position also supports the Probation Department work caseload, as needed.

ESSENTIAL FUNCTIONS OF THE JOB

- Responsible for the interview/screening of all participants' court ordered to work crew.
- Updates probation records as to compliance/non-compliance of the participants.
- Sets hearings accordingly for those participants who have failed to comply with the Court's order or the program's rules and appear in court on such matters.
- Responsible for ordering and maintaining all work crew supplies.
- Works closely with the Coordinator of the Community Litter Cleanup Program and is responsible for submitting daily output worksheets and summary output reports to that individual.
- Develops and maintains effective working relationships with law enforcement agencies, prosecuting and defense attorneys, county government and other public service agencies.
- Assists in the development of appropriate programs, needed services and conducts research for available resources and funding for the work crew.
- Conducts interviews, background investigations, evaluations and provides written and/or oral reports of treatment and alternative sentencing recommendations to the Court.
- Attends sentencing hearings and participates in the proceedings as required.
- Maintains and updates detailed, sensitive and confidential information.
- Attends meetings and conferences; participates in staff development activities to increase competence.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to safely operate a 10-15 passenger van with trailer.
- Proficient knowledge of modern principles, methods, and practices in district court proceedings and processes.
- Proficient knowledge of the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.

FRANKLIN COUNTY JOB DESCRIPTION

Work Crew Supervisor

- Ability to handle stress and high-pressure situations as well as de-escalating skills to handle work environment.
- General skills in troubleshooting, decision making, and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- General computer skills and proficiency in Microsoft Office Suite, the internet for research, and the ability to learn and develop proficient skills in the County-wide, and District Court resource planning software.
- Ability to maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and remaining calm during emergency situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - frequently: office setting, outdoor weather conditions with temperatures ranging from 1 degree in the winter to over 100 degrees in the summer, near moving mechanical parts, around dirt, dust, grease, oil, vibration, and traffic.
 - Occasionally: around fumes or airborne particles, in water.
- The noise level in the general work environment varies depending on the task and location and can range from usually moderate to high, higher levels during use of certain tools and tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: talk or hear; use hands, fingers to handle or feel, or operate equipment or tools, reach with hands and arms, and climb, pull, push or balance.
 - frequently: stand, walk for extended periods of time; stoop, kneel, crouch, or crawl.
 - occasionally: sit for extended periods of time.
- carry or transport items:
 - constantly: from 1 to 25 pounds
 - frequently: from 26 to 50 pounds
- have the following vision abilities: depth perception, peripheral vision, the ability to adjust focus, and have clear close and distance vision (from one inch to 20 feet or more).

QUALIFICATIONS

FRANKLIN COUNTY JOB DESCRIPTION

Work Crew Supervisor

EDUCATION AND EXPERIENCE

- Bachelor's degree in Sociology, Psychology, Criminal Justice, or related field is preferred.
- Two years of experience in a legal/court setting.
- Ability to speak, read, and write Spanish.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license to operate a vehicle for County business.
- First Aid, and CPR Certification, or ability to obtain within six months of hire.
- Flagger certification, or ability to obtain within six months of hire.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.