

# Job Class, Job Description and Essential Functions

SECTION	JOB CLASS	JOB DESCRIPTION	ESSENTIAL JOB FUNCTION
GENERAL ADMINISTRATION	1). <b>Detention Center Superintendent</b>	Among other functions, plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the facility, and ensure program objectives and standards are established, attained and congruent with overall goals.	Unimpaired judgment; delegating of functions; directing, and overall management.
	2) <b>Executive Assistant II</b>	Among other functions, plans, organizes, assigns, and directs the work activities of subordinate staff; ensures consistent application of unit and/or technical policies, procedures and guidelines. Analyzes division operational reports, programs, policies, procedures, financial reports, and assists the division head in implementation.	Unimpaired judgment; delegating of functions; directing and managing business section operations.

	<b>3) Administrative Assistant II</b>	Among other functions, compiles information and generates and assists in developing reports such as program reports, financial reports, and statistical reports; coordinates activities relating to Federal and State programs including operating, funding, and reporting activities, coordinates division's systems such as telephone systems or computer system activities.	<i>Unimpaired judgment; keyboarding; some sitting, some standing; occasional walking; occasional bending and reaching, and managing sectional operations.</i>
	<b>4) Program Specialist II</b>	Among other functions, researches, develops, and designs policies and procedures; monitors program participants/recipients to ensure quality service is rendered and assess additional needs; monitors operations of program, systems to ensure compliance with stipulations; coordinates and facilitates group meetings, other services and programs	<i>Unimpaired judgment; extensive keyboarding; extensive writing; prolonged sitting, occasional walking, and managing sectional operations.</i>
INTERNAL AFFIARS	<b>5) Correctional Investigator</b>	Among other functions, plans and conducts interviews of participants in and witnesses to alleged violations of policies and procedures; collects statements and observes institution activities; writes and submits written investigation reports/summaries to appropriate authorities.	<i>Responding to supervise emergencies, prolonged standing, prolonged sitting, and walking occasionally, climbing stairs, stooping, bending, handling, papers and property, data entry and keyboarding.</i>

RECORD RETENTION	<b>6) Record Retention Supervisor</b>	Among other functions, imputing data into mainframe computer, sorting documents, indexing, custody, research, retrieve, and issuing and release of official records; supervising assigned staff. Job requires lifting, standing, stooping, bending and limited sitting, pushing, walking, etc.	<i>Some key boarding; some sitting, some standing; occasional walking; occasional kneeling; occasional bending and reaching; occasional lifting.</i>
	<b>7) Secretary I/II; Clerk/Typist I/II Messenger/Mailroom Clerk</b>	Among other functions, types a variety of routine documents such as lists, forms, labels, routine correspondence, invoices, permits, personnel related documents, envelopes, vouchers, and requisitions. Imputes data into computer mainframe. Attends meetings and takes and transcribes dictation. Answers and directs calls; takes messages or refers callers to appropriate personnel. Sorts, proofs, and processes mails, packages, payments, vouchers, invoices, etc.	<i>prolonged standing, prolonged sitting, occasional walking, reaching over head, lifting under 25 pounds, stooping, squatting, climbing stairs, bending, handling files, prolonged computer use, data entry and keyboarding.</i>
TRAINING ACADEMY	<b>1) Training Coordinator</b>	Among other functions, mostly administrative comprising of assigning and directing the work activities of subordinates; facilitates seminars, work shops; analyze/assess training needs/ schedule/ research / develop, and prepare/produce general report/ staff performance appraisal, etc.	<i>Unimpaired judgment; prolonged standing; occasional walking; occasional bending and reaching; occasional lifting.</i>
	<b>2) Training Officer</b>	Among other functions, facilitates focused groups, conducts classroom training, maintains over-sight of field training personnel; assists in job assessment and	<i>Unimpaired judgment; prolonged standing; occasional walking; occasional bending and reaching; occasional lifting.</i>

		curriculum development; prepares training reports, and provides technical assistance. Job requires extensive standing and functional mobility.	
HOUSING, SOCIAL SERVICES, & PROGRAMS	<b>1) Unit Manager</b>	Among other functions, develops and directs the implementation of operational plans pertinent to managed operations to ensure the establishment of appropriate goals and the development of action steps to achieve these goals; develops and implements contingency plans for a measured response to varying staffing or supply conditions to insure a reasonable situational risk; responds to changes in operational needs, objectives, and priorities and to improve the effectiveness of managed operations.	<i>Responding to supervise emergencies, prolonged sitting, and walking occasionally; climbing stairs, stooping, bending, data entry and keyboarding.</i>
	<b>2) Client Services Coordinator II</b>	Among other functions, supervises subordinate Client Services personnel and/or other support staff; plans, organizes and directs the operations of inmate Classification Unit; interviews clients and makes referrals; conducts intake duties; completes admission forms and interview reports; conducts case management duties; completes assessments, forms, referrals, letters and other documents.	<i>Responding to supervise emergencies, prolonged standing, prolonged sitting and walking occasionally, reaching over head, lifting under 25 pounds, climbing stairs, stooping, bending, handling files, papers and properties; data entry, and keyboarding.</i>
	<b>3) Correctional Caseworker</b>	Interviews inmates and compiles information. Defines service needs and	<i>Prolonged walking and standing, sitting occasionally, reaching over head, lifting under 25 pounds,</i>

		determines short and long-term client goals; refers inmates to medical, psychological, substance abuse and other services; provides orientation to new inmates; answers questions; identifies inmate infractions and appropriate disciplinary determinations; contacts inmate families and legal representatives to provide needed information; maintains inmate files, case notes, contact reports, and social service files.	<i>stooping, squatting, climbing stairs, bending, handling files and papers, data entry and keyboarding</i>
HOUSING, CUSTODY & SECURITY	<b>1) Chief of Security</b>	Among other functions, advises subordinates and supervisory personnel regarding security policies and procedures; monitoring detention activities and detention facility activities to evaluate effectiveness of security policies and procedures and need for new/amended policies and procedures. Responds to security emergencies.	<i>Responding to supervise emergencies, prolonged standing, prolonged sitting and walking occasionally, reaching over head, lifting under 25 pounds, climbing stairs, stooping, bending, data entry and keyboarding.</i>
	<b>2) Shift Supervisor</b>	Among other functions, plans, assigns and directs the work activities of subordinate staff; confers with and counsels subordinate staff and/or explain work policies, procedures and guidelines; identify work-related problems, problem characteristics, impact and formulate possible solutions.	<i>Responding to supervise emergencies, prolonged standing, prolonged sitting and walking occasionally, reaching over head, lifting under 25 pounds, climbing stairs, pulling, stooping, bending, handling files, papers; data entry and keyboarding.</i>

	<b>3) Correctional Officer II</b>	<p>Conducts searches of inmates, visitors, cells and other areas. Conducts counts and roll calls. Supervises and observes inmate activities and movements. Physically break up fights and altercations between inmates; operates manual and electronic security equipment. Write report, complete forms.</p>	<p><i>Responding to supervise emergencies, prolonged standing, sitting occasionally, continued walking, reaching over head, stooping, squatting, climbing stairs, lifting over 25 pounds, pulling and pushing 40 pounds in times of emergencies, stooping, bending, handling files, papers and properties, data entry and keyboarding.</i></p>
	<b>3) Correctional Officer I</b>	<p>Conducts searches; supervises, observes inmates activities, movements and maintain order; conducts inmate counts; operates manual and electronic security equipment; completes activity logs, incident reports and forms; escorts inmates; transport inmates; physically break up fights and altercations between inmates; supervises sanitation, serving meals, laundry inventory, supplies and other housekeeping functions. Resolves inmate complaints and grievance.</p>	<p><i>Responding in a quickened pace to supervise emergencies, prolonged standing, sitting occasionally, continued walking, reaching over head, kneeling, stooping, squatting, climbing stairs, pulling and pushing 40 pounds in times of emergencies, lifting over 25 pounds, bending, handling files, papers and properties, data entry and keyboarding.</i></p>

<p>FACILITY MAINTENANCE</p>	<p><b>1) Engineering Manager, II, (Facilities Manager)</b></p>	<p>Plans, organizes, coordinates and ensures program objectives and standards are established, attained and congruent with overall goals; determines and requests/ submits staff, material and equipment needs for operations and programs managed. Contributes to the formulation and justification of budgetary requests for the Division as a whole.</p>	<p><i>Unimpaired judgment; delegating of functions; directing and managing sectional operations.</i></p>
	<p><b>2) Locksmith</b></p>	<p>Installs, repairs, and maintains cylinder locks and bit key locks; makes or cuts keys for locks; maintains records regarding lock and key locations; maintains security for duplicate keys; installs and repairs door hardware, panic bars, hinges, closers and other hardware; installs and repairs cabinet, desk and other locks; checks security badges; orders and stocks locksmith parts and supplies; may train others regarding basic lock repairs and maintenance tasks.</p>	<p><i>Escorting; bending; stooping; standing; limited sitting; reaching, lifting, walking; climbing, pulling and pushing.</i></p>
	<p><b>3) Plumber</b></p>	<p>Installs, replaces, repairs and maintains plumbing systems, valves, faucets, traps, sinks, drinking fountains, backflow devices, pipes, vents and other components. Cuts, bends, threads, reams, solders and assembles pipes, fittings and joints. Clears clogged pipes. Etc.</p>	<p><i>Escorting; bending; stooping; standing; limited sitting; reaching, lifting (up to 50 pounds); walking; climbing, pulling and pushing.</i></p>

	<p><b>4) HVAC Mechanic</b></p>	<p>Installs, maintains and repairs HVAC equipment including air conditioning units, furnaces, exhaust fans, boilers, chillers, and air handling equipment. Installs, maintains and repairs refrigeration units and ice making equipment. Assembles and connects piping and refrigeration lines; installs, adjusts and maintains controls; tests equipment; recharges refrigeration systems; examines systems for leaks.</p>	<p><i>Escorting; bending; stooping; standing; limited sitting; reaching, lifting; walking; climbing, pulling and pushing.</i></p>
	<p><b>5) Building Maintenance Worker</b></p>	<p>Repairs and maintains plumbing, steam and water systems, windows, doors, locks, pumps, fans and other city building, facilities and equipment. Maintains and performs minor repairs to electrical fixtures, wiring and equipment. Replaces plumbing, electrical and building components, fixtures and equipment. May fabricate items from metal. Operates a wide variety of power and hand tools and equipment to complete tasks. Repairs furniture. May perform concrete pouring and finishing duties. May repair asphalt pavement, erect and repair fences, erect signs, and install and repair park and recreation equipment.</p>	<p><i>Escorting; bending; stooping; standing; limited sitting; reaching, lifting (up to 50 pounds); walking; climbing, pulling, and pushing.</i></p>

	<b>6) Building Maintenance &amp; Operations Supervisor</b>	Among other functions, plans, organizes, assigns and directs the work activities of subordinate staff; orders maintenance supplies and materials; receives and responds to maintenance requests; coordinates trash pick-up and equipment maintenance and repairs with other city departments; plans and executes office and furniture moves. Etc.	<i>Escorting; bending; stooping; standing; limited sitting; reaching, lifting (up to 50 pounds); walking; climbing, pulling, and pushing.</i>
	<b>7) Utility Worker</b>	Cleans and moves equipment and vehicles. Performs grounds maintenance duties. Cuts grass, picks up litter, trims trees/shrubs. Shovels snow. Picks up, carries and removes refuse bulk items, debris, tree branches, etc. Loads items into truck or chipper. Unloads trucks. Operates trucks, tractors, mowers, chainsaws, and basic hand tools when necessary. Supervises and directs community Service Workers; Runs errands, etc.	<i>Escorting; bending; stooping; extensive standing; no sitting; reaching, lifting; walking; climbing, pushing and pulling.</i>
BUSINESS OFFICE	<b>1) Accounting Clerk I</b>	Processes invoices and vouchers for payment; maintains logs for vouchers, requisitions, receipts, and related items; prepares reports detailing accounting activities; enter data into computer; assists employees, and vendors with inquiries, posts transactions to appropriate accounts; may collect monies, prepare and make deposits; may process work orders, bonds, purchase orders, and travel requests.	<i>Prolonged sitting, extensive key boarding and data entry, reaching, some lifting; occasional walking; handling files, papers and property</i>

	<p><b>2) Accounting Clerk II</b></p>	<p>Prepares financial reports and statements; processes invoices and vouchers; enters data into computer; posts transactions to appropriate accounts; posts and reconciles the general ledger; handles inquiries from the general public, vendors and city departments; processes requisitions, contracts, travel requests, permits, and purchase orders; tracks and records expenditures, including payroll. orders supplies; performs maintenance on accounts, including preparing adjustments; balances petty cash. Etc.</p>	<p><i>Prolonged sitting, extensive key boarding and data entry, reaching, some lifting; occasional walking; handling files, papers and property.</i></p>
	<p><b>3) Accountant I</b></p>	<p>Reviews, analyzes and processes reimbursement requests and repayment program vouchers; assists in preparing financial statements and reports; prepares journal entries; posts data to appropriate accounts and general ledger; reconciles to general ledger; generates receipt and payment summaries; assists in reviewing contractor audit reports; reviews disbursement vouchers, requisitions, and invoices for accuracy and completeness; prepares deposits and deposits funds; may prepare fund transfer requests; gathers budget information, as requested; maintains vendor, contract, and ordinance and project information. Etc.</p>	<p><i>Prolonged sitting, extensive key boarding and data entry, reaching, some lifting; occasional walking; handling files, papers and property.</i></p>

	<b>4) Payroll Specialist I</b>	Retrieve and verify attendance records; input time sheet data into mainframe system; compute hours worked including benefits and non-paid hours; tracks and reconciles vacation, sick leave, injury leave and compensatory time; prepares payroll documents; Processes and completes forms; types personnel documents; files Worker's Compensation reports related to job injuries and requests related to payroll; responds to questions from employees; verifies, sorts and distributes payroll checks; collates payroll reports and transmits downtown.	<i>Prolonged sitting, extensive key boarding and data entry, reaching, some lifting; occasional walking; handling files, papers and property.</i>
	<b>5) Payroll Specialist II</b>	Among other functions, retrieve and verify attendance records and input time sheet data into mainframe system.; compute hours worked including benefits and non-paid hours; tracks and reconciles vacation, sick leave, injury leave and compensatory time; prepares payroll documents; processes and completes forms; types personnel documents; file Worker's Compensation reports related to job injuries and requests related to payroll. Etc.	<i>Prolonged sitting, extensive key boarding and data entry, reaching, some lifting; occasional walking; handling files, papers and property.</i>
	<b>6) Payroll Supervisor</b>	Among other functions, responds to personnel and payroll administrative problems; recommends solutions; determines and monitors goals and	<i>Prolonged sitting, extensive key boarding and data entry, reaching, some lifting; occasional walking; handling files, and papers.</i>

		standards for payroll/ personnel operations; ensures records reflect compliance with laws and regulations pertaining to payroll and personnel matters; acts as custodian of confidential department records; responds to inquiries and provides education regarding department and/or city rules, regulations and administrative procedures; prepares and maintains and updates various reports and records, including confidential discipline records. Etc.	
	<b>7) Inventory Control Coordinator</b>	Delivers and distributes supplies; loads supplies for delivery; unloads at delivery site; puts supplies away; refers to and maintains appropriate paperwork and files; Inventories supplies in storeroom; Checks and restocks emergency supplies as needed. Job requires lifting, standing, sitting, stooping, bending, pushing and pulling.	<i>Prolonged standing, sitting, continued walking, reaching over head, lifting over 25 pounds, kneeling, squatting, climbing stairs, pulling and pushing 40 pounds, stooping, bending, handling files and property bags, data entry and keyboarding.</i>
	<b>8) Inventory Control Technician I</b>	Takes inventory of supplies; performs related work in the operation and maintenance of a storeroom; Keeps supervisors notified of stock on hand. Checks incoming materials against invoices and purchase orders. Fills supply and material requests for field personnel. Delivers supplies as needed. Processes delivery tickets; enters registration data. Maintains database and keeps records current. Coordinates pickups and deliveries. Assists customers. May delivers vehicles to	<i>Prolonged standing, sitting, continued walking, reaching over head, lifting over 25 pounds, kneeling, squatting, climbing stairs, pulling and pushing 40 pounds, stooping, bending, handling files and property, data entry and keyboarding.</i>

