

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Developmental Disabilities

PROGRAM: Developmental Disabilities (CDDP)

SUBJECT: Reclassification of Position.

<p>I am respectfully requesting to reclassify the current Eligibility position to an Auxiliary Program Coordinator position.</p> <p>With the addition of Veterans Services, additional staff for the DD program, and additional requirements from the state contract, the support and coordination of programs other than case management have not been at an optimal level to meet the goals of our strategic plan and the mission of Umatilla County. An Auxiliary Program Coordinator would provide that needed support and coordination to allow the CDDP to continue its ability to meet the goals and mission of both the CDDP and Umatilla County.</p> <p>Additional cost: Cost: less than \$20,000 annually (paid for with state funds already in budget)</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>Reclassify the Developmental Disabilities program Eligibility position to an Auxiliary Programs Coordinator position, effective January 1, 2022.</p> <p><i>**Note: Request reviewed with Liaison Commissioner, HR Director and Finance Director prior to submission.</i></p>
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ATTACHMENTS:

Date: (12.22.21)

Submitted By: (Kim Beck)

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () Other-List:

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: December 29, 2021

Action taken:

Follow-up:



UMATILLA COUNTY POSITION DESCRIPTION

Department: *Developmental Disabilities*
Position Title: *Auxiliary Programs Coordinator*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** 25
Union Covered: No **BOLI Exempt:** Yes

GENERAL DESCRIPTION OF POSITION

The Auxiliary Programs (AP) Coordinator performs high level administrative and technical work related to the DD Eligibility, Abuse and Protective Services, Records, and office function and adherence to the ORS and OARs as it relates to Developmental Disabilities (DD) and the County. The work involves, but is not limited to; supervising, managing, communicating, organizing, scheduling, coordinating, researching, compiling, exchanging and analyzing information, along with requirements and coverage of the Eligibility Specialist, Adult Abuse Investigator, and Program Specialists. Responsible to coordinate and operate all day to day activities related to the Auxiliary Programs. Responsible to perform the duties of an Eligibility Specialist, APS Investigator, Program Specialists, and Service Coordinator when needed. The work is not primarily clerical and is supervised on a limited basis. Through effective communications and diplomacy, maintains a positive posture for the office, both internally with the staff, and externally with other agencies and their representatives, individuals and their family/supports, and other resources for DD.

Performs all related work as required. The employee actively works toward the Developmental Disabilities program mission, vision, values, and goals and demonstrates effective leadership within the DD program and County.

SUPERVISORY RELATIONSHIPS

Supervision Received:

The employee works under the direct supervision of the Director of Human Services/Program Manager.

Supervision Executed:

The AP Coordinator is responsible for the direct supervision of the Eligibility Specialist, Program Specialists, Office Assistants, and other staff as determined appropriate.

PRINCIPAL DUTIES OF POSITION

1. Manages, directs and oversees all activities and personnel related to eligibility, office duties, records, and Program Specialists, and other positions as deemed appropriate.
2. Responsible for the custody and maintenance of confidential employee records and other matters for all DD staff, responds to employee needs and problems, evaluates the importance of each one

and develops resolutions as needed in coordination with the Director and Supervisor.

3. Introduces and on-boards newly hired employees to the department, includes processing employment paperwork for the office and the County, issues keys and all necessary property and maintains records of all items, arranges appropriate training and maintains records when applicable.
4. Responsible for all aspects of the DD administrative duties including but not limited to timesheets, travel, maintenance and upkeep on vehicles, purchasing, keeping accurate and timely records, and all other clerical duties associated with the DD office.
5. Responsible for all aspects of supervision of staff performing duties related to auxiliary programs, including but not limited to day to day assignments, professional development, coaching, quality assurance, performance reviews, and addressing any performance concerns immediately directly with employee (when appropriate), followed-up by accurate and timely documentation in coordination with the Director/Program Manager.
6. Prepares reports as requested by Director/Program Manager, including but not limited to quarterly CAM reports and 427 Court ordered investigation reports.
7. Performs the duties of an Eligibility Specialist, APS Investigator, Program Specialists, Office Assistants, Direct Referral Contacts, and Service Coordinators when needed and determined appropriate.
8. Represents the DD program through effective communications and diplomacy, maintains a positive posture for the office, both internally with the staff, and externally with the Oregon Office of Developmental Disabilities, and other government agencies and their representatives, provider programs/agencies, and all individuals, individuals' families and their supports.
9. Performs other duties as assigned to accomplish the objectives of the position.

OTHER DUTIES OF POSITION

The duties of the AP Coordinator can be changed as needed to serve the goals of the DD program. The statements contained herein reflect general details as necessary to describe the principal functions of the position. They **should not** be considered an all-inclusive listing of work requirements.

REQUIREMENTS FOR POSITION

Experience and Training

- Must possess a bachelor's degree from an accredited college or university, and a minimum of five years of experience in the developmental disability field (preferably CDDP experience), or an equivalent combination of education, training and experience that would enable performance of the position at the discretion of the HS Director.
- Completed Adult Abuse Investigator and Service Coordinator core competency trainings, CAM and eXPRS training and a minimum of 3 years of experience using programs.
- Experience leading a team of individuals (formally or informally) to accomplish specific goals.

Knowledge, Skills and Abilities

- Requires the ability to carry out the full scope of the position, and the initiative to perform all duties of the position efficiently and effectively.
- Requires ability to model professional behavior, lead a team in a positive manner, and actively seek and participate in professional development opportunities.
- Must be able to interpret, apply, explain and reach sound decisions in accordance with laws, rules

and policies of the federal and state government, DD program and the County.

- Ability to communicate clearly and effectively, both orally and in writing.
- Requires a high degree of tact, patience, discretion and diplomacy in dealing with confidential matters and sensitive situations regarding employees and individuals and their families.
- Excellent organizational skills, excellent human relation skills to successfully develop and maintain effective working relationships with the DD program staff and others outside the agency including federal and state governmental agencies, local and regional programs, and others encountered in the course of work.

SPECIAL QUALIFICATIONS

- Eligibility Specialist credentials as determined by ODDS.
- Current Driver's License. May be required to drive a county vehicle.

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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to handle and/or operate objects, tools, or controls; and reach with hands and arms. Requires visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk and sufficient strength to perform all functions of the job; speech and auditory abilities sufficient to carry on conversations and project voice among large crowds; sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers.

The employee may occasionally lift and/or move over 25 pounds. Requires satisfactory visual and auditory abilities, whether corrected or uncorrected, to perform all aspects of the job.

TOOLS AND EQUIPMENT USED

Equipment related to DD program, including but not limited to; tools and other apparatus for outreach events; computers and computer programs, including word processing, data base, Internet, and spreadsheet programs; cellular devices and applications; calculator, telephone, copy machine, fax machine and other office related tools and equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in an office or indoor environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date