



Administration

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MEMO

TO: Personnel Overview Committee:

Chad Peterson	Brandy Madrigga
Mary Scherling	Tom Soucy
Tony Grindberg	Jim Prochniak
Jim Kapitan	Kristie Ross
Duane Breitling	David Malheim
Robert Wilson	Marjorie Branden
Kim Hegvik	Rebecca Jund
Jesse Jahner	

FROM: Robert Wilson
Cass County Administrator

DATE: May 1, 2024

SUBJECT: Personnel Overview Committee Meeting Agenda

A meeting of the Personnel Overview Committee has been set for Monday, May 6, 2024, at 2:00 PM.

The agenda will be as follows:

- 1) Approve minutes of previous meeting held March 18, 2024
- 2) Forward positions to Gallagher to be graded:
 - a. Clerk (Moeller)
 - b. Senior Clerk (Moeller)
 - c. Principal Secretary (Jahner)
 - d. Correctional Officer II (Jahner)
- 3) Mental Health Coordinator and Behavioral Health Case Worker positions (Jahner)
- 4) Artificial Intelligence Policy (Henderson/Peters)
- 5) Underfill employment policy (Hegvik)

cc: Department Heads

**PERSONNEL OVERVIEW COMMITTEE
MARCH 18, 2024 — 1:00 PM**

1. MEETING TO ORDER

A meeting of the Personnel Overview Committee was called to order by County Administrator, Robert Wilson on Monday, March 18, 2024, at 1:05 PM. The following members were present: Chad M. Peterson, Jim Kapitan, Tony Grindberg, Duane Breitling, Robert Wilson, Kim Hegvik, Jesse Jahner, Brandy Madrigga, Tom Soucy, and Dave Malheim. Mary Scherling, Jim Prochniak, Rebecca Jund, Marjorie Branden, and Kristie Ross were absent. Also present was Tracy Peters in person and Blain Laaveg, Ben Prather, and Samantha Duitsman.

2. APPROVAL OF MINUTES

MOTION, passed

Mr. Peterson moved and Mr. Kapitan seconded that the minutes of the previous meeting held June 5, 2023, be approved as written. Motion passed.

3. EMPLOYEE HANDBOOK POLICY 406 REVISIONS

Ms. Peters said she met recently with Vector Control Officer, Ben Prather to discuss employment of summer seasonal staff for 2024. She said under the current Employee Handbook Policy 406, “Seasonal employees are paid at 92% of the full DBM salary.” She said the regular salary for seasonal employees are at the A12 paygrade, the regular A12 Step 1 hourly pay is \$18.21, and 92% of that for seasonal employees at \$16.41 per hour. Ms. Peters said the request today is to modify the current policy and hire seasonal employees at the regular A12 step 1 amount.

Mr. Peterson asked if there is difficulty hiring seasonal employees. Mr. Prather said Vector Control has struggled to fill seasonal positions the last few years. He said the County is competing with the Fargo Park District and West Fargo Park District for seasonal employees. Mr. Prather said the County is falling behind in pay due to the 92%. He said for 2024 Vector Control is looking to fill 43 positions and has filled 23 so far. He said Vector Control has not been able to fill all positions the last few years. Mr. Wilson asked what the Fargo Park District and West Fargo Park District pay seasonal employees. Mr. Prather said other entities pay \$16 to \$17 per hour for park district work and more similar public works agencies are paying \$18 to \$19 per hour. He said the Highway Department also hires seasonal workers and have difficulty filling all positions.

MOTION, passed

Ms. Hegvik moved and Mr. Peterson seconded to approve the changes to policy 406 and remove “Seasonal employees are paid at 92% of the full DBM salary” effectively setting the rate of pay at 100% of the A12 paygrade for seasonal employees; and to forward the recommendation to the Cass County Commission for approval. On roll call vote, the motion carried unanimously.

4. PUBLIC SERVICE PATHWAYS PROGRAM PROPOSAL

Mr. Henderson said he would like to propose a program called “Public Service Pathways”. He said the program is designed for post high school education and career exploration. He said it would be a 12-month program where the two participants rotate through departments every six weeks. He said the participants would gain an understanding of local government and develop skills for future career pursuits. Mr. Henderson said participants would be staff members at the A12 pay grade.

Mr. Peterson said he would like to see more than two participants. He said the County Youth Commission program was awesome and should not have gone away. He said programs like this improve community engagement and aid in recruiting staff members who stay for their career.

He said another way for the County to get more civic engagement is working with local universities. He said he would love to see this or a similar program in effect.

Mr. Grindberg said the current name of the program is not going to attract young people. He said he would also like to see an objective added that includes a component related to the Career Workforce Academy and their new facility.

Mr. Jahner said he was in favor of the program. He said the Sheriff's Office has internships already and sees the benefit. He said the Sheriff's Office needs to try everything to recruit and retain staff.

Ms. Hegvik asked if the participants get to choose what departments they would like to work in. Mr. Henderson said the programs needs to be discussed in more detail. He said he wants participants to get a full picture of County government. He said it may be a program that changes year to year with different departments participating at various times based on their workload and opportunities for participants.

Mr. Peterson said the program should be discussed further by the Department Heads and brought to the Commission as a formal proposal during budget hearings.

5. GALLAGHER SERVICES UPDATE

Ms. Peters said the County's salary consultant, Gallagher approached her with a 2024 proposal for services that included a flat rate rather than a rate of \$500 per position sent to Gallagher for grading. She said she is working with Gallagher to figure out the best way forward and will have an update for the Committee at the next meeting.

Mr. Peterson said he would like to explore other vendors for services to validate or invalidate Gallaghers costs and services. Mr. Wilson said at the last National Association of Counties (NACo) conference it was discussed that NACo is looking to potentially add salary study services as part of their long term planning.

6. ADJOURNMENT

MOTION, passed

On motion by Mr. Peterson seconded by Mr. Kapitan and all in favor, the meeting was adjourned at 1:30 PM.

Minutes prepared by Taylor Kaushagen, Commission Assistant



Cass County Recorder
Deborah A. Moeller

Telephone: 701-241-5625
moellerd@casscountynd.gov

January 25, 2024

Personnel Overview Committee
Cass County Government
211 9th Street South
Fargo, ND 58103

Re: Recorder Office Position Analysis Questionnaires – Clerks and Senior Clerks

Dear Committee Members,

Submitted for your review are the following updated Position Analysis Questionnaires (PAQ) for positions in the recorder's office:

1. Clerk (currently three positions); and,
2. Senior Clerk (currently two positions).

The most recent PAQ for the Clerk position was written in April 2017. At that time, 63% of documents submitted to the recorder's office were physical documents and the remaining 37% of documents were submitted electronically. As of year-end 2023, 16% of documents submitted were physical documents and 84% were submitted electronically.

While the increase in electronic submissions has allowed us to currently reduce our office FTEs from ten (10) to eight (8), a clerk's work has been concentrated to more substantial and intellectual duties and relieved of time-consuming clerical duties such as scanning, microfilming, filing, and mailing. Our clerks also no longer write in physical index books. Furthermore, I believe the A12 grade currently assigned to the clerk's position focused on these clerical duties and assumed indexing and validating were basic data entry tasks.

A clerk's principal duties of intake and preview, indexing and validating, and customer service require the following high-level skills:

- The ability to determine the type and intent of a legal real estate documents.
- Independent judgment in determining the appropriate indexing standards for the document type.
- Knowledge of city subdivision platting principles and the public land survey system.
- Ability to use survey coordinates and metes and bounds distances to either hand draw parcel boundaries or draw using a GIS computer program.
- Conducting research in and instructing customers in researching our vast and intricate

records system.

Our clerk position is very similar to that of the current senior clerk and property clerk positions in the Finance Department, which have been assigned a B21 grade.

It is becoming more difficult to attract a qualified and acceptable pool of applicants to fill vacancies.

It is for the above reasons that I respectfully request that you consider authorizing the submittal and review of the Clerk PAQ for reclassification.

Should you move to consider authorizing the submittal and review of the Clerk PAQ, I also respectfully request that you consider authorizing the submittal and review of the Senior Clerk PAQ to avoid creating disparity in grading among these two Recorder Office positions.

The most recent PAQ for the Senior Clerk position was written in April 2010 and is currently graded at A13. The reasons outlined above for reclassifying the Clerk position also apply to the Senior Clerk position. The Senior Clerk position requires demonstrated and advanced knowledge and skill beyond that of a Clerk. The senior clerks in the Recorder Office will often assist the senior clerks (B21) and property clerks (B21) in the Finance Office with difficult legal descriptions or in researching relevant real estate transfer documents when there are parcel ownership questions.

In addition, the duties and responsibilities of the Senior Clerk have changed to include the requirement that senior clerks possess the knowledge and skill to receipt/record documents in a back-up capacity and/or show exceptional proficiency in research and in analyzing and drawing legal descriptions using GIS to assist the 1st and 2nd deputies when they are out of the office or working through a heavy workload.

Thank you for your consideration of these reclassification requests.

Kind regards,



Deborah A. Moeller
Cass County Recorder

Enc: Position Analysis Questionnaire – Clerk
Position Analysis Questionnaire – Senior Clerk

POSITION ANALYSIS QUESTIONNAIRE

EMPLOYEE NAME: Karissa Anderson, Kristin Plecity, and current vacant clerk position		DATE: January 25, 2024
WORK PHONE NUMBER:		
CURRENT JOB TITLE: Clerk		
DEPARTMENT/DIVISION: Recorder		
REGULAR HOURS WORKED: Monday thru Friday 8:00 a.m. to 5:00 p.m.		REGULAR DAYS OFF: Saturday & Sunday
SUPERVISOR NAME: Deborah A. Moeller		SUPERVISOR TITLE: Recorder

PART 1:

PURPOSE OF YOUR POSITION

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

<p>Determine if submitted legal real estate documents meet recording eligibility and calculate fees as set forth in the North Dakota Century Code (NDCC). Index and validate documents recorded in the Land Records Management System (LRMS) in a timely and accurate manner. Assist professional clientele, other county offices, and the general public in researching and retrieving information from our records.</p> <p>The documents recorded in this office are the basis for assessment rolls and the tax collection process as well as the county GIS mapping. Recorded documents establish the legal ownership history of each real estate parcel and are relied on for legal decisions and for providing constructive notice to the public of a party's interest in a real estate parcel.</p>

DUTIES AND RESPONSIBILITIES

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week (Old)	Activity (Old)	% of Time Required or Number of Hours Per Week (New)	Activity (New)
35%	Indexing & Validating	55%	Indexing & Validating

POSITION ANALYSIS QUESTIONNAIRE

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	<p>Indexing is a major portion of our duties and we strive to have it completed by the next morning regardless of high work volume. Each document must be indexed according to the type of document, grantor/grantee and the legal description. Some require more data than others. This requires a determination of the intent of the document as well as thorough knowledge of accurately indexing the legal description. We either draw out or use a GIS computer program to help us index complex legal descriptions (see attached exhibit A). There are two indices into which we manually write information, which is a duplication of what is in the computer. These are power of attorneys and certificate of mergers. When the initial indexing has been completed, we verify the work by re-entering the data to confirm accuracy. Our final step in recording documents is verification of all data which is completed with any necessary corrections made at this time. The documents are then returned to the proper party. A mail back date is entered to complete the record.</p>		<p>Indexing of documents recorded in the LRMS is a major portion of the duties with the goal to have indexing completed by the next morning regardless of high work volume. Accurate indexing requires:</p> <ul style="list-style-type: none"> • Independent judgment in determining appropriate indexing standards for the document type and grantor/grantee. • Knowledge of city subdivision platting principles and the public land survey system. • Ability to use survey coordinates and metes and bounds distances to either hand draw parcel boundaries or draw using a GIS computer program. <p>When the initial indexing has been completed, a second clerk verifies the work by re-entering the data to confirm accuracy. Finally, a report is generated and one last verification of all data input is completed with any necessary corrections made at this time. Physical documents are then returned to the proper party. A mail back date is entered to complete the record.</p>
<p>25%</p>	<p>Imaging All documents are prepared and visually checked prior to imaging. Images are then sight verified by a different clerk. When verification is completed, duplicate copies of these images are provided to customers who purchase these records. Accuracy is essential</p>	<p>5%</p>	<p>Imaging All physical documents are prepared for and visually checked prior to imaging. Images are then sight verified by a second clerk. When verification is completed, copies of all recorded images are electronically exported to businesses who purchase bulk records. Imaging accuracy is essential to meet archival standards.</p>

POSITION ANALYSIS QUESTIONNAIRE

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	to provide an archival copy of these images.		
15%	<p>Customer Service</p> <p>Customers are an important part of our work. We provide one-on-one assistance to answer the many inquiries pertaining to our vast and intricate records system. Our customers include employees of financial institutions, attorneys, appraisers, and a host of other professional people, as well as anyone from the general public needing information. Along with the documents customers bring to record, we also assist them to obtain copies of recorded documents. We must provide them with the most legible copy that is available. Doing research and instructing customers in the use of our records plays a large role in our service.</p>	15%	<p>Customer Service</p> <p>Customers service is an important part of a clerk's work. Along with assisting customers with document submissions, clerks also assist with obtaining copies of recorded documents and provide referrals for information not contained in this office.</p> <p>Conducting research and instructing customers in the use of our LRMS plays a large role in our service. Clerks provide one-on-one assistance to research and answer the many inquiries pertaining to the office's vast and intricate records system.</p> <p>Customers include other county staff (Finance, Tax Equalization, GIS, Highway Department), surveyors, law firms, government officials, businesses, financial institutions, appraisers, realtors, abstract and title companies, land owners and the general public.</p>
10%	<p>Microfilming</p> <p>At a later date, the documents which have been processed and completed are put on microfilm. The microfilm is reviewed to ensure it is of archival quality and error free. A list is made of any errors and emailed to the North Dakota Records Information Network (NDRIN) so that the film can be retaken. When the corrected film is returned, it will be reviewed again. Accurate records are kept of the microfilm that is shipped to the underground vaults for storage</p>	0%	(Documents are no longer microfilmed.)

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	in Hutchinson, Kansas for safe keeping.		
5%	<p>Mentoring & Training Clerks must have the experience, knowledge and ability to assist other clerks with difficult and unusual documents. They must be able to assess workload, prioritize tasks and redirect as needed. The ability to train and supervise new clerks is also necessary. They must be able to function as a team to complete the daily work and meet deadlines.</p>	0%	(Although it is necessary for clerks to possess and further develop the listed skills, mentoring and training are now mainly senior clerk activities.)
5%	<p>Document Intake/Preview Documents are brought to our office over the counter, delivered by postal mail or filed electronically through the computer. We receive a wide variety of documents on a daily basis (see attached exhibit B). We must determine if the proposed document meets all of the filing and recording requirements before accepting it for record. If anything does not comply with statutes in the North Dakota Century Code, it is rejected giving the reason. In all cases, we must determine the proper recording or filing fees.</p>	15%	<p>Document Intake/Preview It is essential to possess strong working knowledge of the NDCC to accurately and legally record or file the many types of documents that are presented to this office. Most documents are submitted to the office electronically through the computer. Others are submitted over the counter and by mail. A wide variety of documents are received daily. Clerks must use independent judgment to determine if each document meets all filing and recording requirements before accepting it for recording. If a document does not comply with NDCC, it is rejected with the reason given. In all cases, clerks must calculate the proper recording or filing fees based on document type and length.</p>
5%	<p>Projects We have several long-term projects going on at any given time. Digitizing all of our records is a goal.</p>	10%	<p>Projects Clerks work on various long-term scanning, indexing, and record maintenance projects when daily work is complete.</p>

KNOWLEDGE, SKILLS AND ABILITIES

A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.

- High School Diploma or GED
- At least one year of business education training or one year business office experience. Associate degree is preferred.
- Proficient in Windows programs including Word and Excel. 10-key skills helpful.
- Must be able to type with speed and accuracy.
- Ability to use the GIS program and draw out legal descriptions is necessary.
- Knowledge of office equipment and computer skills is essential.
- Must have good communication and customer service skills.
- Must be able to work efficiently at a high level of accuracy in very detailed work.
- Ability to work as a team player, prioritize work, follow office procedures, and accept constructive instruction from supervisors.

B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.

- Personal Computer
- Various printers, scanners, fax machine, copier
- Multi-line telephone system
- Microfilm viewer/printer
- Calculator
- Engineer's scale ruler and compass

C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?

A High School Diploma or GED is required and an Associate Degree is preferred.

SCOPE OF WORK

A. INSTRUCTIONS

1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?

Upon hire, a clerk is individually cross trained in all workflow steps by the 2nd deputy and senior clerks until the clerk is confident to proceed alone. Each clerk is provided with an office procedure manual to use as a resource in completing work. Ongoing group training

POSITION ANALYSIS QUESTIONNAIRE

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occurs at monthly office meetings where new laws and/or procedures are discussed. Difficult documents or legal descriptions are also a topic of on-going instruction at the monthly office meetings.

2. WHEN ARE INSTRUCTIONS GIVEN?

Approximately every two months, after the daily check reception reports have been reviewed by the 2nd deputy, errors are brought to the attention of each clerk to facilitate their continued learning and improve their accuracy. Instruction is also given at monthly group office meetings and in occasional emails. The office procedure manual is updated as needed to clarify instructions or include new information.

B. REVIEW OF WORK

1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?

Supervisors print daily reports to review the work done individually and as an office. Constructive instruction from supervisors is given as needed. There is an annual performance review by the County Recorder with input by the 1st and 2nd deputy. Annual performance reviews are used to measure strengths and weaknesses and identify areas for potential improvement.

2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?

Work is reviewed to ensure all documents are processed accurately and efficiently in a timely manner.

3. WHEN IS WORK REVIEWED?

Work is reviewed daily, monthly, and annually.

GUIDELINES

A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?

This office follows the mandates that are established in the North Dakota Century Code for the recording and filing of legal real estate documents. The Cass County Subdivision Ordinances also apply to our work.

POSITION ANALYSIS QUESTIONNAIRE

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B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?

The focus of our office policies are accuracy, efficiency, and consistency. These policies are necessary because document retrieval is paramount and legal decisions are based on our records.

PERSONAL CONTACTS

A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)

All county offices, including the Finance Office (Auditor/Treasurer), Director of Tax Equalization, GIS, and computer program support personnel, as well as attorneys, realtors, financial institutions, assessors, engineers, abstract companies, title companies, appraisers, Internal Revenue Service, Secretary of State's office, State Highway Dept., County and City Engineer's offices, City Assessor's office, and the general public.

B. WHAT ARE THE PURPOSE OF THESE CONTACTS?

The purpose of these contacts is to assist in the process of recording documents, researching and retrieving information, and addressing inquiries pertaining to our real estate records, as well as working with computer support personnel to correct and modify software and hardware.

PHYSICAL DEMANDS

A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?

- Sitting and working at a computer for long periods of time with repetitive motion, (i.e. keyboarding).
- This job requires the lifting of heavy books, some of which weigh as much as 30 pounds, sometimes the books are handled while climbing ladders.

WORK ENVIRONMENT

A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.

POSITION ANALYSIS QUESTIONNAIRE

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Work is performed in an office setting which is well organized. This is essential in dealing with the high volume of work in our limited space. Work involves daily and monthly deadlines.

FOR RECLASSIFICATION REQUESTS ONLY

A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?

Because most of the documents submitted to our office are now submitted electronically, there are fewer paper handling tasks such as scanning, filing, and mailing. There is now more focus and time spent on more challenging tasks requiring independent judgment, skill, and knowledge to determine the type and intent of legal real estate documents, applying indexing standards based on document types, drawing and indexing legal descriptions, and researching historical land records for various purposes. This position is similar to the property clerk position in the Finance. This clerk position is not a basic data entry and scanning position as is reflected in the current A12 grade. Work is performed independently while exercising initiative, judgment, and prioritization of actions to keep workflow on track to meet daily and monthly deadlines.

SUPERVISION

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.

None

B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.

None

TRAINING AND EXPERIENCE

- A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.**

A High School Diploma or GED is required and an Associate Degree is preferred.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE

SIGNATURE OF EMPLOYEE:	DATE:
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PART 2:

SUPERVISOR'S COMMENTS

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1)

- A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.**

To maintain a land records management system which permanently documents, preserves and protects county land records and which serves as the basis for assessment rolls and the tax collection process as well as provides a database for property record searches by other government officials, businesses, law firms, financial institutions, abstract and title companies, surveyors, landowners, and the general public.

- B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.**

I, as the department head, have completed the preceding PAQ on behalf of all current and future clerks to request a reclassification of the clerk position, which is currently graded at A12. As stated above, the PAQ has been updated to reflect a reduction in paper handling tasks and to emphasize that independent judgment, skill, and knowledge is needed to determine the type and intent of legal real estate documents, apply indexing standards based on document types, draw and index legal descriptions, and research historical land records for various purposes. This position is similar to the property clerk position in the Finance Office which has been classified as grade B21. This is not a basic data entry and scanning position as is reflected in the current A12 grade. Work is performed independently while exercising initiative, judgment, and prioritization of actions in order to keep workflow on track to meet daily and monthly deadlines.

- C. OTHER INFORMATION**

POSITION ANALYSIS QUESTIONNAIRE

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I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.

Deborah A. Mailler
SIGNATURE OF SUPERVISOR

1/24/2024
DATE

COMMENTS

Deborah A. Mailler
SIGNATURE OF DEPARTMENT DIRECTOR

1/24/2024
DATE

****PERSONNEL DEPARTMENT ONLY****

NEW POSITION _____ RECLASSIFICATION _____ DATE _____

PERSONNEL STAFF _____ AUDIT COMPLETED: YES _____ NO _____

COMMENTS _____

POSITION ANALYSIS QUESTIONNAIRE

EMPLOYEE NAME: Jackie Goldader and Sarah Lindner		DATE: January 25, 2024
WORK PHONE NUMBER:		
CURRENT JOB TITLE: Senior Clerk		
DEPARTMENT/DIVISION: Recorder		
REGULAR HOURS WORKED: 8:00 a.m. to 5:00 p.m.	REGULAR DAYS OFF: Saturday & Sunday	
SUPERVISOR NAME: Deborah A. Moeller	SUPERVISOR TITLE: Recorder	

PART 1:

PURPOSE OF YOUR POSITION

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

Determine if submitted legal real estate documents meet recording eligibility and calculate fees as set forth in the North Dakota Century Code (NDCC). Index and validate documents recorded in the Land Records Management System (LRMS) in a timely and accurate manner. Assist professional clientele, other county offices, and the general public in researching and retrieving information from our records.

On assigned days, receipt/record documents when the principal clerks (1st and 2nd deputies) are not available. Assist in training new clerks and assist 1st and 2nd deputies with difficult legal descriptions during heavy workloads.

The documents recorded in this office are the basis for assessment rolls and the tax collection process as well as the county GIS mapping. Recorded documents establish the legal ownership history of each real estate parcel and are relied on for legal decisions and for providing constructive notice to the public of a party's interest in a real estate parcel.

DUTIES AND RESPONSIBILITIES

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours	Activity (Old)	% of Time Required or Number of Hours	Activity (New)
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POSITION ANALYSIS QUESTIONNAIRE

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Per Week (Old)		Per Week (New)	
5%	<p>Document Intake/Preview Documents are brought to our office over the counter, delivered by postal mail and filed electronically through the computer. We receive a wide variety of documents on a daily basis (see attached exhibit A). We must determine if the proposed document meets all of the filing and recording requirements before accepting it for record. If anything does not comply with statutes in the North Dakota Century Code, it is rejected giving the reason. In all cases, we must determine the proper recording or filing fees.</p>	15%	<p>Document Intake/Preview It is essential to possess strong working knowledge of the NDCC to accurately and legally record or file the many types of documents that are presented to this office. Most documents are submitted to the office electronically through the computer. Others are submitted over the counter and by mail. A wide variety of documents are received daily. Senior clerks must use independent judgment to determine if each document meets all filing and recording requirements before accepting it for recording. If a document does not comply with NDCC, it is rejected with the reason given. In all cases, senior clerks must calculate the proper recording or filing fees based on document type and length.</p>
25%	<p>Imaging All documents are prepared and visually checked prior to imaging. Images are then sight verified by a different clerk. When verification is completed, duplicate copies of these images are provided to customers who purchase these records. Accuracy is essential to provide an archival copy of these images</p>	5%	<p>Imaging All physical documents are prepared for and visually checked prior to imaging. Images are then sight verified by a second clerk. When verification is completed, copies of all recorded images are electronically exported to businesses who purchase bulk records. Imaging accuracy is essential to meet archival standards.</p>
35%	<p>Indexing & Validating Indexing is a major portion of our duties and we strive to have it completed by the next morning regardless of volume. Each document must be indexed according to the type of document, grantor/grantee and the legal description. Some require more data than others.</p>	40%	<p>Indexing & Validating Indexing of documents recorded in the LRMS is a major portion of the duties with the goal to have indexing completed by the next morning regardless of high work volume. Accurate indexing requires:</p> <ul style="list-style-type: none"> • Independent judgment in determining appropriate

	<p>This requires a determination of the intent of the document as well as thorough knowledge of accurately indexing the legal description. We either draw out or use a GIS computer program to help us index complex legal descriptions (see attached exhibit B). There are three indices into which we manually write information, which is a duplication of what is in the computer. These are death certificates, power of attorneys and certificate of mergers. When the initial indexing has been completed, we verify the work by re-entering the data to confirm accuracy.</p> <p>Our final step in recording documents is verification of all data which is completed with any necessary corrections made at this time. The documents are then returned to the proper party. A mail back date is entered to complete the record.</p>		<p>indexing standards for the document type and grantor/grantee.</p> <ul style="list-style-type: none"> • Knowledge of city subdivision platting principles and the public land survey system. • Ability to use survey coordinates and metes and bounds distances to either hand draw parcel boundaries or draw using a GIS computer program. <p>When the initial indexing has been completed, a second clerk verifies the work by re-entering the data to confirm accuracy. Finally, a report is generated and one last verification of all data input is completed with any necessary corrections made at this time. Physical documents are then returned to the proper party. A mail back date is entered to complete the record.</p>
<p>10%</p>	<p>Microfilming</p> <p>At a later date, the documents which have been processed and completed are put on microfilm. The microfilm is reviewed to ensure it is of archival quality and error free. A list is made of any errors and emailed to the North Dakota Recorders Information Network (NDRIN) so that the film can be retaken. When the corrected film is returned, it will be reviewed again. Accurate records are kept of the microfilm that is shipped to the underground vaults for storage in Hutchinson, Kansas for safe keeping.</p>	<p>0%</p>	<p>(Documents are no longer microfilmed.)</p>

POSITION ANALYSIS QUESTIONNAIRE

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<p>15%</p>	<p>Customer Service Customers are an important part of our work. We provide one-on-one assistance to answer the many inquiries pertaining to our vast and intricate records system. Our customers include employees of financial institutions, attorneys, appraisers, and a host of other professional people, as well as anyone from the general public needing information. Along with the documents customers bring to record, we also assist them to obtain copies of recorded documents. We must provide them with the most legible copy that is available. Doing research and instructing customers in the use of our records plays a large part in our service.</p>	<p>15%</p>	<p>Customer Service Customers service is an important part of a clerk's work. Along with assisting customers with document submissions, clerks also assist with obtaining copies of recorded documents and provide referrals for information not contained in this office.</p> <p>Conducting research and instructing customers in the use of our LRMS plays a large role in our service. Senior clerks provide one-on-one assistance to research and answer the many inquiries pertaining to the office's vast and intricate records system.</p> <p>Customers include other county staff (Finance, Tax Equalization, GIS, Highway Department), surveyors, law firms, government officials, businesses, financial institutions, appraisers, realtors, abstract and title companies, land owners and the general public.</p> <p>Senior clerks assist newer clerks with difficult customer inquiries.</p>
<p>5%</p>	<p>Projects We have several long-term projects going on at any given time. Digitizing all of our records is a goal.</p>	<p>10%</p>	<p>Projects Senior clerks work on more challenging long-term scanning, indexing, and record maintenance projects when daily work is complete.</p>
<p>5%</p>	<p>Mentoring and Training The A-13 clerks must have the experience, knowledge and ability to oversee the other clerks and assist them with difficult and unusual documents. They must be able to assess workload, prioritize tasks and redirect as needed. The ability to train and supervise new clerks is also necessary.</p>	<p>5%</p>	<p>Mentoring and Training Senior clerks must possess the experience, knowledge, and ability to assist in mentoring and training newer clerks. They must be able to assess workload, prioritize tasks and redirect as needed.</p>

0%	Receipting/Recording	10%	<p>Receipting/Recording On assigned days, receipt/record documents by:</p> <ul style="list-style-type: none"> • Reviewing all documents to determine eligibility for recording and the submission of proper fees. • Write rejection memos for and return all non-compliant documents • Read and draw out legal descriptions using the county's GIS. • Use independent judgment in discerning the type and intent of a wide variety of documents. • Determine which documents require a transfer from the Finance Office and ensure that those documents are reviewed by the Finance Office. • Use the LRMS to accurately receipt fees, document types, and assign document numbers in the order in which documents are submitted. • Balance fee receipts and payments on account and deposit with finance office. <p>This work requires the ability to perform accurately under strict daily deadlines and occasional heavy workloads.</p>
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KNOWLEDGE, SKILLS AND ABILITIES

A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.

POSITION ANALYSIS QUESTIONNAIRE

PAGE 6

- High School Diploma or GED
- At least one year of business education training or one year business office experience. Associate degree is preferred.
- A minimum of two years of experience as a clerk in the Recorder's Office or one year of experience at the discretion of the Recorder.
- Pass the senior clerk promotion test.
- Possess the knowledge and skill to receipt/record documents in a back-up capacity and/or show exceptional proficiency in research and in analyzing and drawing legal descriptions using GIS.
- Proficient in Windows programs including Word and Excel. 10-key skills helpful.
- Must be able to type with speed and accuracy.
- Knowledge of office equipment and computer skills is essential.
- Must have good communication and advanced customer service skills.
- Must be able to work efficiently at a high level of accuracy in very detailed work.
- Ability to work as a team player, prioritize work, follow office procedures, and accept constructive instruction from supervisors.

B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.

- Personal Computer
- Various printers, scanners, fax machine, copier
- Multi-line telephone system
- Microfilm viewer/printer
- Calculator
- Engineer's scale ruler and compass

C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?

A High School Diploma or GED is required and an Associate Degree is preferred.

SCOPE OF WORK

A. INSTRUCTIONS

1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?

Each senior clerk is provided with an office procedure manual to use as a resource in completing work. Ongoing group training occurs at monthly office meetings where new laws and/or procedures are discussed. Difficult documents or legal descriptions are also a topic of on-going instruction at the monthly office meetings.

2. WHEN ARE INSTRUCTIONS GIVEN?

Approximately every two months, after the daily check reception reports have been reviewed by the 2nd deputy, errors are brought to the attention of each senior clerk to facilitate their continued learning and improve their accuracy. Instruction is also given at monthly group office meetings and in occasional emails. The office procedure manual is updated as needed to clarify instructions or include new information.

B. REVIEW OF WORK

1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?

Supervisors print daily reports to review the work done individually and as an office. Constructive instruction from supervisors is given as needed. There is an annual performance review by the County Recorder with input by the 1st and 2nd deputy. Annual performance reviews are used to measure strengths and weaknesses and identify areas for potential improvement.

2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?

Work is reviewed to ensure all documents are processed accurately and efficiently in a timely manner.

3. WHEN IS WORK REVIEWED?

Work is reviewed daily, monthly, and annually.

GUIDELINES

A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?

This office follows the mandates that are established in the North Dakota Century Code for the recording and filing of legal real estate documents. The Cass County Subdivision Ordinances also apply to our work.

B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?

POSITION ANALYSIS QUESTIONNAIRE

PAGE 8

The focus of our office policies are accuracy, efficiency, and consistency. These policies are necessary because document retrieval is paramount and legal decisions are based on our records.

PERSONAL CONTACTS

A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)

All county offices, including the Finance Office (Auditor/Treasurer), Director of Tax Equalization, GIS, and computer program support personnel, as well as attorneys, realtors, financial institutions, assessors, engineers, abstract companies, title companies, appraisers, Internal Revenue Service, Secretary of State's office, State Highway Dept., County and City Engineer's offices, City Assessor's office, and the general public.

B. WHAT ARE THE PURPOSE OF THESE CONTACTS?

The purpose of these contacts is to assist in the process of recording documents, researching and retrieving information, and addressing inquiries pertaining to our real estate records, as well as working with computer support personnel to correct and modify software and hardware.

PHYSICAL DEMANDS

A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?

- Sitting and working at a computer for long periods of time with repetitive motion, (i.e. keyboarding).
- This job requires the lifting of heavy books, some of which weigh as much as 30 pounds, sometimes the books are handled while climbing ladders.

WORK ENVIRONMENT

A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.

Work is performed in an office setting which is well organized. This is essential in dealing with the high volume of work in our limited space. Work involves daily and monthly deadlines.

FOR RECLASSIFICATION REQUESTS ONLY

A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?

Because most of the documents submitted to our office are now submitted electronically, there are fewer paper handling tasks such as scanning, filing, and mailing. There is now more focus and time spent on more challenging tasks requiring independent judgment, skill, and knowledge to determine the type and intent of legal real estate documents, applying indexing standards based on document types, drawing and indexing legal descriptions, and researching historical land records for various purposes.

The senior clerk position requires demonstrated and advanced knowledge and skill. Work is performed independently while exercising initiative, judgment, and prioritization of actions to keep workflow on track to meet daily and monthly deadlines.

The duties and responsibilities of this position have also changed to include the requirement that senior clerks possess the knowledge and skill to receipt/record documents in a back-up capacity and/or show exceptional proficiency in research and in analyzing and drawing legal descriptions using GIS.

SUPERVISION

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.

None

B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.

None

TRAINING AND EXPERIENCE

- A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.

A High School Diploma or GED is required and an Associate Degree is preferred.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE

SIGNATURE OF EMPLOYEE:	DATE:
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PART 2:

SUPERVISOR'S COMMENTS

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1)

- A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.

To maintain a land records management system with permanently documents, preserves and protects county land records and which serves as the basis for assessment rolls and the tax collection process as well as provides a database for property record searches by other government officials, businesses, law firms, financial institutions, abstract and title companies, surveyors, land owners, and the general public.

- B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.

I, as the department head, have completed the preceding PAQ on behalf of all current and future senior clerks to request a reclassification of the senior clerk position, which is currently graded at A13. As stated above, the duties and responsibilities of this position have changed to include the requirement that senior clerks possess the knowledge and skill to receipt/record documents in a back-up capacity and/or show exceptional proficiency in research and in analyzing and drawing legal descriptions using GIS. The PAQ has also been updated to emphasize that independent judgment, skill, and knowledge is needed to determine the type and intent of legal real estate documents, apply indexing standards based on document types, draw and index legal descriptions, and research historical land records for various purposes. The senior clerk position requires demonstrated and advanced knowledge and skill. Work is performed independently while exercising initiative, judgment, and prioritization of actions to keep workflow on track to meet daily and monthly deadlines.

POSITION ANALYSIS QUESTIONNAIRE

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C. OTHER INFORMATION

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.

Deborah A Maeller

SIGNATURE OF SUPERVISOR

1/24/2024

DATE

COMMENTS

Deborah A Maeller

SIGNATURE OF DEPARTMENT DIRECTOR

1/24/2024

DATE

****PERSONNEL DEPARTMENT ONLY****

NEW POSITION _____ RECLASSIFICATION _____ DATE _____

PERSONNEL STAFF _____ AUDIT COMPLETED: YES _____ NO _____

COMMENTS _____



www.casscountynd.gov

Office of the Sheriff

Jesse Jahner, Sheriff

March 22nd, 2024

Re: Job reclassification request for Trisha Pelzman.

Cass County Government Personnel Overview Committee
211 9th Street South
Fargo ND 58103

Dear Personnel Overview Committee,

The Cass County Sheriff's Office has recently undergone some restructuring, assignment changes, and retirement. When these changes occurred, we no longer had an individual filling our Terminal Agency Coordinator (TAC) position permanently. The TAC position is responsible for overseeing approximately 215 staff positions that require access to the Criminal Justice Information Services (CJIS) and the National Crime Information Center (NCIC), which is maintained by the Federal Bureau of Investigations (FBI). As the TAC Coordinator, that person oversees and is responsible for access oversight and compliance with these systems' policies, procedures, and usage. It is also a requirement of the North Dakota Peace Officer Standards and Training Board (POST) for all licensed staff to be CJIS compliant and be able to access the system. We have recently moved these responsibilities to one of our employees, who is currently categorized as a B-21 position. The additional job duties to this B-21 position have added additional work and responsibilities.

The person currently holding this B-21 position has agreed to take on the extra responsibilities temporarily, but we would like her to assume the role permanently. Given these extra duties and workload, I would respectfully ask the committee to reclassify this position from a B-21 to a B-31 pay grade.

We have included a Position Analysis Questionnaire (PAQ) which provides a full scope of what the position entails along with the roles and responsibilities. Thanks for considering our request.

Respectfully,

Jesse Jahner
Cass County Sheriff

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5806

Cass County Sheriff
Courthouse
211 9th Street South
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5805

Cass County Jail
450 34th Street South
Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967



www.casscountynd.gov
March 13th, 2024

Office of the Sheriff

Jesse Jahner, Sheriff

Personnel Overview Committee - Cass County Government
211 9th Street South
Fargo, ND 58103

Dear Committee Members,

I am pleased to write this letter of endorsement for Trisha Pelzman as a candidate for a job reclassification. Although I have only been Trisha's direct supervisor for the last two years, having previously worked as a supervisor at the Cass County Jail for many years, especially as the Booking Sergeant, I have had the privilege of working directly with Trisha on many occasions. During these interactions, I have always been extremely impressed with Trisha's knowledge base, as well as her high level of efficiency and thoroughness. Trisha is also very self-motivated, detail-oriented, and organized. Trisha takes pride in her work, and it shows in the high-quality work she produces.

Based on Trisha's strengths and abilities, when the Terminal Agency Coordinator (TAC) position became vacant last year, I easily recognized Trisha as a strong contender for the position and confidently recommended her to Sheriff Jahner and Chief Deputy Haaland. With Sheriff Jahner's approval and Trisha's acceptance, Trisha assumed the TAC position as of January 1st of this year (2024).

With this assignment comes great responsibility. The Cass County Sheriff's Office currently has approximately 215 staff positions that require access to Criminal Justice Information Services (CJIS), including the National Crime Information Center (NCIC) maintained by the Federal Bureau of Investigations (FBI). As the designated TAC, Trisha is now responsible for access oversight and compliance with CJIS systems policies for these 215 positions. Access to CJIS systems is also a requirement of the North Dakota Police Officer Standards and Training (POST) Board for all licensed staff to maintain their Peace Officer's license. The Sheriff's Office currently has over 150 licensed positions throughout the department.

The list of responsibilities goes well beyond just access and oversight, so I would encourage committee members to review Trisha's "Position Analysis Questionnaire" (PAQ) for a full scope of what the position entails, as well as the responsibilities that come with it. By doing so, I hope the committee will support my request to have Trisha's position reviewed for possible reclassification to a pay grade that appropriately encompasses the responsibilities she now assumes.

Respectfully,

Captain Katie Fuller

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
Fargo, North Dakota 58107-0488
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Cass County Jail
450 34th Street South
Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967

POSITION ANALYSIS QUESTIONNAIRE

EMPLOYEE NAME: Trisha Pelzman		DATE: 03/01/2024
WORK PHONE NUMBER: (701) 241-5894		
CURRENT JOB TITLE: Principal Secretary, B-21		
DEPARTMENT/DIVISION: Cass County Sheriff's Office / Warrants Division		
REGULAR HOURS WORKED: 40/week	REGULAR DAYS OFF: Saturday and Sunday	
SUPERVISOR NAME: Katie Fuller	SUPERVISOR TITLE: Captain	

PART 1:

PURPOSE OF YOUR POSITION

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

<p>Process new warrants issued by the Clerk of Court. Provide support services to the Warrants Division and the Cass County Sheriff's Office as a whole. Process and maintain the daily Cashbook for the Civil Division. Terminal Agency Coordinator (TAC) for the agency.</p>

DUTIES AND RESPONSIBILITIES

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week	Activity
40%	Process all incoming warrants by properly entering them into the Law Enforcement Record Management System (LERMS), both felony and misdemeanor. After entry, distribute new warrants to the Warrant Case Analyst for entry into the Warrant Management Information System (WMIS) and coordinate the distribution of newly issued warrants to the jail daily. Process felony warrants for the United States Marshal Service (USMS) Task Force: warrant paperwork, scanning information, and getting files ready for the agency. Notify the USMS if an individual has been arrested by our agency or another agency. Good written and verbal

POSITION ANALYSIS QUESTIONNAIRE

PAGE 2

	communication throughout the process from the time the warrant is issued until an arrest has been made.
8%	As the agency's exclusive Terminal Agency Coordinator (TAC), ensure agency compliance with Criminal Justice Information Services (CJIS) security policy and procedures. Designated agency liaison between the Cass County Sheriff's Office and the Federal Bureau of Investigation (FBI) for National Crime Information (NCIC) terminal use and compliance. Responsible for staff training on the proper use of the NCIC terminal, yearly CJIS audits, and full FBI audits of NCIC agency terminal use and compliance every three years. Subject matter expert on NCIC terminal security and usage for agency staff.
7%	Knowledge of all aspects of the criminal apprehension system for criminal warrants, as well as the issuance of civil warrants, and maintaining the ability to explain and/or discuss cases with different individuals (public and professional contacts) and agencies from the county level to the federal level.
4%	Preparing data to be entered into the State Central Warrant Issuing System (CWIS), NCIC, and WMIS. Assembly, coordination, and management of out-of-county warrants for local defendants.
5%	Verify paperwork before and after court to confirm that new warrants have not been issued in any jurisdiction for individuals scheduled for a court hearing through our office. Monitor the Warrant Return List issued by the Clerk of Court three times daily to remove warrants from our system that the courts deem no longer active. Process and generate Sheriff's warrant returns by removing them from CWIS/NCIC and WMIS.
8%	Make necessary warrant status updates, including purging and sorting for dismissal. Preparing and sending letters to defendants to solicit a resolution for outstanding Cass County warrants. Utilize postmaster and other research services when location information for a defendant is limited, incorrect, or unavailable.
10%	Balance daily Cashbook: Total cash, receipts, vouchers, and entries in Cashbook; Enter transactions from the ledger into an Excel spreadsheet for all Cashbook transactions for the current and previous day; forward appropriate vouchers and documents that have been received from our Accountant to the Finance Office. Receive, scan, mail, and distribute Finance checks to the proper entity or person.
4%	Receive and process updates received through computer interfaces with various local, state, and federal agencies. Processing and distributing out-of-county bond money collected by our agency.
5%	Schedule court hearings for individuals with Cass County warrants. Provide the Clerk of Court with the names and warrant numbers of the individuals scheduled for court daily through our office.

9%	Scan miscellaneous items: warrants, united information, warrant cover letters, and correspondence to and from other agencies into LERMS and for the Clerk of Court (Odyssey).
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KNOWLEDGE, SKILLS, AND ABILITIES

A. LIST THE KNOWLEDGE, SKILLS, AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.

Thorough knowledge of the criminal justice system and criminal apprehension system as it pertains to criminal and civil warrants; working knowledge of the legal system; extensive written and verbal communication skills with private and professional contacts; mathematical skills, computer training, and experience. Ability to multi-task, problem-solve, and maintain a professional manner utilizing tact and discretion; knowledge of designated computer system (New World) that is used by six different Law Enforcement agencies, the local dispatch center, and three fire departments; certified operator of CWIS, CJIS, WMIS, and NCIC terminal. As the current and exclusive TAC officer, thorough knowledge of CJIS policy and procedures to ensure agency compliance specific to the use of the NCIC terminal.

B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.

Computer with Word processing, Excel spreadsheets and other software, scanner, telephone, fax machine, label writer, credit card machine, photocopy machine, printer, communication equipment, laser printer, the county's mainframe computer, calculator, typewriter, and NCIC terminal.

C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?

Administrative Assistant/Secretarial degree or equivalent work experience; CWIS/NCIC and CJIS certified; Cyber Security Training; CPR/AED Training; Defensive Driving; Workforce Safety Training; Cultural Awareness and Diversity Overview Course Training; Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR); TAC training, including National Instant Criminal Background Check System Training.

SCOPE OF WORK

A. INSTRUCTIONS

1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?

Minimal. Instructions are normally stated in broad policy or objective statements, which must be interpreted and narrowed in scope to meet the need or request.

2. WHEN ARE INSTRUCTIONS GIVEN?

As needed.

B. REVIEW OF WORK

1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?

Through daily and direct observation, communication, and oversight. An Annual Performance Evaluation. Issuance of Performance Reports (Complementary, Disapproving, and Coaching/Mentoring available).

2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?

To validate the accuracy of work, compliance with the policies and procedures, and to maintain good communication with supervisor(s).

3. WHEN IS WORK REVIEWED?

Observation of work occurs daily. Review of work occurs as needed. A formal review of work is done annually in January of each year. Performance Reports are issued when applicable or necessary.

GUIDELINES

A. WHAT SPECIFIC LAWS, ORDINANCES, OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?

North Dakota Century Code
North Dakota Attorney General's Law Review

B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?

Strict Confidentiality, Cass County Employee Handbook, Cass County Sheriff's Office Policy Manual, Federal and State guidelines, other reference, or publications.

PERSONAL CONTACTS

- A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)

The public, co-workers, supervisors, professional contacts, and employees from Federal, State, County, and City departments and agencies, defendants, and attorneys.

- B. WHAT IS THE PURPOSE OF THESE CONTACTS?

Processing and monitoring the activity of warrants, processing daily books, and assisting the public.

PHYSICAL DEMANDS

- A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?

Normal physical activities associated with an office setting: hand dexterity, extended periods of keyboarding, minimal lifting, and multi-tasking in a fast-paced office.

WORK ENVIRONMENT

- A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.

A professional environment that occasionally must deal with impatient and excitable individuals. The office can and does get quite busy with multiple events happening at the same time, which requires several tasks to be completed simultaneously.

FOR RECLASSIFICATION REQUESTS ONLY

- A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?

I am responsible for access oversight and compliance with CJIS systems (NCIC specifically) for 215 staff positions. Over 150 of those are licensed positions that require access to CJIS to be compliant with North Dakota Peace Officer Standards and Training (POST), so the assignment carries a lot of importance and responsibility. Please see the attached "TAC Responsibilities" document for a breakdown of assignment responsibilities.

In addition, the number of warrants issued daily has increased substantially over the last few years. The recent implementation of new programs for warrant entry and removal, as well as the processing of the cashbook, require additional procedural steps, communication, and oversight. Assuming the position of the agency's exclusive TAC in January 2024.

SUPERVISION

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.

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B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.


Even with my added responsibilities, I am not the direct supervisor of any other staff member with the Cass County Sheriff's Office.

TRAINING AND EXPERIENCE

A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.

Administrative Assistant/Secretarial Degree or equivalent work experience. Adequate on-the-job training with specific training and certifications on the many systems used daily.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE

SIGNATURE OF EMPLOYEE: 	DATE: 03 - 01 - 2024
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PART 2:

SUPERVISOR'S COMMENTS

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1)

A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.

Court Services Captain. Command and oversight of the Civil/Warrants and the Court Security/Transport Divisions of the Cass County Sheriff's Office, including the overall supervision of six supervisors, 20 licensed deputies, and six administrative staff.

B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.

POSITION ANALYSIS QUESTIONNAIRE

PAGE 7

Although job responsibilities have certainly increased in Trisha's primary position as the Principal Secretary in the Warrants Division, the main motivation for the PAQ and request for a pay grade increase is due to Trisha's recent (01/01/24) assignment as the agency's exclusive Terminal Agency Coordinator (TAC). This position will undoubtedly create additional work for Trisha, but the importance of the position and the level of responsibility that comes with it is much more significant. As noted in the comments above, Trisha is now responsible for access oversight and compliance with CJIS systems (NCIC specifically) for 215 staff positions. Over 150 of those are licensed positions that require access to CJIS to be compliant with the North Dakota Peace Officer Standards and Training to maintain their peace officer's license.

C. OTHER INFORMATION

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.

Capt. Katie Fuller

SIGNATURE OF SUPERVISOR

03/01/2024

DATE

COMMENTS

Jesse Jahner

SIGNATURE OF DEPARTMENT DIRECTOR

03-22-24

DATE

****PERSONNEL DEPARTMENT ONLY****

NEW POSITION _____ RECLASSIFICATION _____ DATE _____

PERSONNEL STAFF _____ AUDIT COMPLETED: YES _____ NO _____

COMMENTS _____

TAC Responsibilities

As Terminal Agency Coordinator (TAC) for your agency, you are in charge of overall compliance with CJIS. And with that comes a lot of responsibilities.

The following is a list of general TAC responsibilities.

Review this list to get an overview of what your position means and use it when helping others understand exactly what you do and why you may be asking for certain resources (including time to do your TAC duties or even your own classification!).

Remember, this is a general list, and it is up to you to determine what applies to you in your state.

Compliance & Administrative

1. The TAC is designated as the liaison between their agency and their State CJIS Systems Agency (CSA) and the Federal Bureau of Investigation (FBI) regarding their agency's use and access to CJIS systems such as NCIC.
2. Ensures compliance of their department's use of NCIC, III, N-DEx, Nlets, NGI, state CJIS system, and any other system accessible through the State CJIS Switch.
3. Establishes internal written procedures specific to their agency, which includes security policy for discipline of NCIC, III, N-DEx, Nlets, criminal history information, and operators.
4. Required to establish, maintain, and distribute internal written procedures as it relates to CJIS to all agency personnel.
5. Responsible for monitoring terminal use, enforcing system discipline, and ensuring that CSA policies are followed by their agency and any agency they provide services for.
6. Ensures their agency is in compliance with policy and procedures regarding CJIS or any other system accessible through the State CJIS Switch.
7. Authorized to appoint Assistant Terminal Agency Coordinators (ATAC), if necessary, to assist them with their TAC duties.
8. Appoints and trains Assistant Terminal Agency Coordinators (ATAC) to assist with TAC duties.
9. Meets and consults with ATACs on various tasks, issues, and resolutions.
10. Ensures ATACs are performing prescribed duties.
11. Analyzes and resolves complex administrative or operational problems as they pertain to FBI and State CJIS systems.
12. Creates, reviews, and interprets operating procedures and submits recommendations for changes, and develops procedure manuals and documentation.
13. Attends various committees related to CJIS such as subcommittees, working groups, task forces, etc.
14. Brings agency issues and concerns regarding FBI and state systems forward for discussion, resolution, and approval in committees.
15. Creates and submits CJIS White Papers affecting change at a national level.
16. Establishes and maintains user agreements and/or letters of understanding in providing services to other agencies. Monitors use and enforces policies regarding any agency they are responsible for providing service to.
17. Determines purpose and scope of service of private contractors; ensures all security requirements are met regarding access and service. Acts as liaison between their agency, state, and federal agencies; establishes and maintains communication and rapport with other agencies on all levels.

TAC Responsibilities

System Records

1. Ensures that the NCIC validation process is completed by the prescribed due date and the CJIS Systems Agency (CSA) is notified.
2. Ensures that the Second Party Check (SPC) process is being conducted by the agency for NCIC entries (and any state entries).
3. Ensures that the agency is entering complete records (packing the record), has accurate information, and is entered and modified in a timely manner.

Materials Distribution

1. Must ensure that copies of any FBI and State CSA newsletters, Technical & Operational Updates (TOU), training materials, videos, and other related media are distributed to all authorized agency personnel. Best practice is to retain documentation of distribution through one complete audit cycle (such as 3 or 4 years).
2. Maintains complete, accurate, and up-to-date manuals of all systems, as well as establishes internal written procedures that relate to the responsibilities, legalities, and operational guidelines applicable to system use that is involved with access to CJIS within their agency.

System Security & Terminals

1. Required to provide advance notification, in writing, to the CJIS Systems Officer (CSO) for any changes in the location of any terminal equipment/device or discontinued or altered service.
2. Oversees requests for CJIS offline investigations (transaction logs).
3. Responsible for maintaining terminal records.
4. Assists, provides consultation, research, evaluation, and recommendations for Records Management Systems (RMS), Computer-Aided Dispatch (CAD/MDT), legacy issues, other IT development issues, current IT and system issues and usage, and policies and procedures regarding these systems.
5. Is the liaison to assist, consult, research, evaluate, and recommend policies and procedures for local systems and IT.

Training & Access

1. Assigns unique operator identifiers.
2. Ensures that each terminal operator uses a confidential password to access the State CJIS Switch.
3. Notifies the CSA when changes in personnel occur that affect User IDs, functionality, and/or passwords.
4. Maintains accurate and updated employees' files (termed, new hire, name changes, etc.)
5. Ensures immediate removal of terminal operators who no longer require access to CJIS.
6. Coordinates access between their agency and the CSA for all equipment, i.e., terminal(s), printer(s), etc., including providing the necessary information for configuring said equipment.
7. Ensures all system-related training, retraining, and affirmation of proficiency within their agency and any agency they have a user's agreement with, pursuant to their State's CSA training plan, and they maintain the appropriate training documentation.
8. Determines appropriate security access levels, develops, and updates user agreements, and ensures all users/agencies comply with terms of the user agreement.
9. Attends training every two years to recertify their TAC status.

TAC Responsibilities

10. Establishes and provides specific training curriculum for system usage and liabilities for operators, non-terminal operators, judges, sworn personnel, prosecutors, IT personnel, administrators, managers, and supervisors.

Audits & Investigations

1. Responsible for cooperating and aiding the FBI and State CSA audit staff with required or directed compliance audits whenever necessary.
2. Performs independent investigations and internal compliance audits of system misuse, policy, and/or procedure violations, personnel issues, system usage, media disposal, security, criminal history information, and agency servers.
3. May provide a written and/or oral summary of findings along with recommendations to appropriate Administrators and/or management.



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Office of the Sheriff

Jesse Jahner, Sheriff

March 28th, 2024

Re: Job reclassification request for Correctional Officer II (B-23 to B-31).

Cass County Government Personnel Overview Committee
211 9th Street South
Fargo ND, 58103

Dear Personnel Overview Committee,

I am respectfully asking for a review of our current Correctional Officer II positions. Currently, that position is classified as a B-23 pay grade and I would like it to be evaluated for consideration of a B-31 pay-grade position. Currently, our staff who have their Peace Officer License are classified as a B-32 pay grade. Other than the licensed duties of the B-32 pay grade position, our Correctional Officer II performs the same job functions as a B-32 position. Our CO II's still need to maintain several credentials and training requirements in order to perform their job functions. I am respectfully asking for a review of this position based on job duties and responsibilities to consider a reclassification from a B-23 to a B-31.

Respectfully,

Jesse Jahner
Cass County Sheriff

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5806

Cass County Sheriff
Courthouse
211 9th Street South
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5805

Cass County Jail
450 34th Street South
Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967



Administration

Telephone: 701-241-5770

Fax: 701-241-5776

wilsonro@casscountynd.gov

Date: April 23, 2024

To: Personnel Overview Committee

From: Tracy Peters, HR Director / Assistant County Administrator

Re: Job Classification request for Correctional Officer II

This memo is intended to provide a historical background of how the current grading of our correctional officers came to be.

Prior to 2015, the county had a "Correctional Officer I" position that was graded at B21 and "Correctional Officer II" position that was graded at B22. New employees started at the B21 pay grade and once they completed CO Basic Training, they would move to the B22 position. In 2015, both positions were sent to our consultant for reclassification and both were reclassified up one paygrade as follows:

Correctional Officer I = B22 (entry level)

Correctional Officer II = B23 (upon completion of CO Basic)

In June of 2021, at the request of Sheriff Jahner, this committee approved hiring correctional officers at the COII B23 paygrade with an increase of one step in the matrix upon completion of CO Basic. The reason for the request was staffing challenges and failure to compete with comparable entities.

Current starting salaries for our correctional officers:

COII step 1 = \$23.48 / hr (entry level)

COII step 2 = \$24.60 / hr (upon completion of CO Basic)

We no longer utilize the Correctional Officer I position as all new hires begin as a Correctional Officer II step 1. The request is to send this PAQ to Gallagher with a job title of "Correctional Officer" without the "II" designation to avoid any confusion.

POSITION ANALYSIS QUESTIONNAIRE

EMPLOYEE NAME: N/A		DATE: March 28, 2024
WORK PHONE NUMBER: 701-271-2958		
CURRENT JOB TITLE: Correctional Officer 2 (B23)		
DEPARTMENT/DIVISION: Sheriff's Office - Jail		
REGULAR HOURS WORKED: 160 per 28 days	REGULAR DAYS OFF: Varies	
SUPERVISOR NAME: Andrew Frobig	SUPERVISOR TITLE: Jail Administrator	

PART 1:

PURPOSE OF YOUR POSITION

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

Ensure care, custody, and safety of inmates at the adult jail facility. Provide for safety and security of all employees, professional providers, and public visitors to the facility.

DUTIES AND RESPONSIBILITIES

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week (Old)	Activity
30%	<p>Patrol and ensure the physical safety and well-being of all inmates at 30 min intervals or less, at a ratio of up to 49:1, and all accessible areas.</p> <p>Ensure well-being and individually log observations of specific individuals with risk factors at intervals of 15 min or less where designated.</p> <p>Review, observe, and enforce restrictions assigned to specific individuals to prevent harm from access to stairs, access to sharps, interactions or proximity to other specific individuals, or access to other individually restricted items or areas.</p>
5%	<p>Respond to and address various emergency or unscheduled occurrences within the jail facility, including assaults, attempted escapes, riots/disturbances, inmate self-harm/suicide attempts, medical emergencies, essential service disruptions, fires, property damage, and sexual abuse.</p> <p>Protect crime scenes, collect and process evidence, and conduct investigations of suspicious or criminal activity.</p> <p>Collect relevant information and write detailed internal reports. Write and submit reports to agencies with oversight power.</p>
30 %	<p>Supervise and manage inmate daily living areas and conduct, enforcing policies, rules, and state regulations.</p> <p>Preserve constitutional and regulatory established rights of all individuals.</p> <p>Execute daily scheduled activities and unscheduled activities.</p> <p>Provide standby security and intervention for professional inmate contacts with court, social services, and medical professionals.</p>

	<p>Gather information through observation, verbal interviews, and written correspondence. Document through written reports, completion of scripted forms, and entry of computerized records.</p> <p>Assess, determine priorities and needs, and make appropriate referrals and notifications for mental health, medical, classification, or security purposes.</p> <p>Intervene and counsel inmates on rule violations, interpersonal conflicts, emotional disturbances, self-harm, violent conduct, disputes and grievances, and fulfillment of basic needs.</p> <p>Address and attempt to resolve complaints about access to care, access to services, adherence to policy, adherence to regulations, access to court and court agents, environmental conditions, sanitation conditions, food quantity and quality, and interpersonal conflicts.</p> <p>Accommodate inmates with special needs, ensuring availability, appropriate access, and equal protection to inmates with physical disabilities, cognitive impairments, mental illnesses, chronic and/or contagious medical conditions.</p> <p>Address inappropriate or unsafe behavior, conduct, and other safety concerns, by assessing and evaluating contributing factors, abilities of individuals being addressed, and any medical, cognitive, mental, or intoxication related impairments. Evaluate and act considering policy, regulatory, and statutory, and constitutional limitations.</p> <p>Mentor, advise, and direct individuals of varying education, physical/mental/cognitive ability, vulnerabilities and susceptibilities, and abusive or aggressive disposition and intentions.</p> <p>Supervise and/or conduct meal service to inmates.</p> <p>Conduct mail and privileged mail collection and delivery.</p> <p>Deliver and supervise prescribed medications and insulin.</p> <p>Distribute, monitor, and collect allowable items, including all items provided by the facility and issued to inmates.</p> <p>Monitor, distribute, and stock as necessary any controlled chemicals, supplies, office supplies, tools, and equipment needed for routine operation within the facility.</p>
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	<p>Conduct searches of persons, areas, and grounds to detect and prevent contraband, collect evidence, and prevent introduction or movement of illegal, unsafe, or unallowed articles, items, and substances.</p>
<p>30%</p>	<p>Gather and document data through verbal interviews, review of internal records, research of computerized systems, outreach to other agencies, and formal requests to other entities where appropriate. Determine scope and potential sources of needed or relevant information.</p> <p>Complete screenings for medical history, mental health, suicidality, sexual abuse risk, and sexual victimization risk, by interviewing, completing scripted forms, evaluating responses, construct follow up questions to probe for details, and research other avenues for collection of relevant information. Assess needs and outcomes, and determine housing, restrictions, and appropriate referrals to other specialty or designated professional staff.</p> <p>Complete various required intake procedures to properly execute, document, and provide accountability for personal property, money, collection of fingerprints, documentation of scars and tattoos.</p> <p>Provide accurate information to inmates regarding access to courts and court agents, personal communications, facility expectations, facility orientation, rules, schedules, prohibited conduct and consequences, legal rights and protections, and facility resources, and facility procedures.</p> <p>Answer telephone, email, or in-person inquiries from other agencies, entities, and from the general public. Provide accurate and complete information or answers, determine and make referrals to others where appropriate.</p>
<p>5%</p>	<p>Ongoing professional development and readiness to perform duties thru:</p> <ol style="list-style-type: none"> 1. Review and familiarity with policy and procedures (12 chapters) 2. Review and familiarity with state standards (108 standards) 3. Daily briefings and review of documentation 4. Attend annual or bi-annual training in required topics: <ol style="list-style-type: none"> a. Use of Force b. CPR/1st Aid/Narcan c. Bloodborne Pathogens d. Sexual Abuse/Harassment Prevention e. Suicide Prevention 5. Attend scheduled training in auxiliary topics: <ol style="list-style-type: none"> a. Alcohol Withdrawal Management

	<ul style="list-style-type: none">b. Civil Liability and Established Case Lawc. Cultural and/diversity related topicsd. Interactions with various disabilities.e. Use of Forcef. Various weapons use and certificationsg. Various equipment use and certificationsh. Defensive/Physical Tacticsi. Chemical and Tool Controlj. Security Threatsk. Emergency Proceduresl. Incident Command and Responsem. Various technical systems and certificationsn. Ethicso. Stress Managementp. Defensive Drivingq. Workforce Safetyr. Specialized unit/team/assignment training <p>6. Employees in this position serve as field training officers, and are tasked with teaching, mentoring, instructing, evaluating, directing, and reporting on the work and progress of new trainees during the initial 6-week training phases.</p>
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KNOWLEDGE, SKILLS AND ABILITIES

A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.

Familiarity with agency policy, constitutional requirements and limits, state century code, state standards. Ability to perform according to training, under high stress, under adverse and dangerous situations that the employee is targeted. Ability to practice self-restraint, ignore verbal threats, harassment, and instigation. Ability to constrain natural reactions to taunting, targeting, false accusations and allegations, and assaultive behavior. Ability to perform amidst offensive or racially insensitive language, offensive odors, unsanitary actions of others, and under the potential risk to personal safety. Skills and ability to avoid unnecessary escalation, identify and offer opportunities or means of de-escalation, and to adapt to dynamic situations.

Employees in this role are also required by law to observe, monitor, and intervene in the activities of co-workers, and even higher-ranking employees in any instance where they

observe any actions or activities that violate state standards, internal policies, or constitutional rights.

Must be physically capable to sit, walk, run, bend, crawl, fall, jump, climb, lift, carry, restrain others. Must be able to see and hear, within normal ranges (with mechanical correction), sufficient to read documents in English, observe conditions and activities in both close range and at distances of up to approximately 100 ft. Ability to clearly communicate verbally and in writing. Ability to articulate details, facts, and observations.

Must have ability to work varied schedules, shift lengths up to 16 hours, rotating days and overnights, availability on weekends and holidays, and ability to travel and report to work during adverse weather, community curfews, or other unanticipated restrictions or shutdowns that may apply to the community at large.

B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.

Computerized software systems. Security equipment. Intermediate weapons. Mechanical tools and equipment. Digital radio. Office equipment.

C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?

ND Corrections Officer Basic Training certificate. National Incident Management System (2 certificates). Breath Test Device Operator Certificate. FBI/NCIC/CJIS User/Entry Certification. CPR/AED/Narcan Certification. Corrections Medical Training certificate. DNA Collection Certificate.

SCOPE OF WORK

A. INSTRUCTIONS

1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?

Daily briefings. Written directives. Written guidance. Published policies. Verbal guidance.

2. WHEN ARE INSTRUCTIONS GIVEN?

Situationally, periodically, quarterly, or annually, depending on the type of instructions, nature of the instructions, and purpose or intent of the instructions. Updates to legal changes, policy changes, procedure changes, situational developments, or temporary situations or conditions are some examples where instructions are given to inform and provide guidance on actions or considerations in decision making to ensure compliance with each type.

B. REVIEW OF WORK

1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?

Periodic observation, periodic verbal or written consultations, annual formal performance reviews. Situationally, by written directive, training bulletin, supervisory consult, verbal or written commendations.

2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?

Evaluation of performance. Evaluation of judgment or decision making. Auditing of performance. Compliance with legal or regulatory requirements. Compliance with policy. In response to complaints, allegations, or accusations. Evaluation of outcomes and development of training or guidance for others.

3. WHEN IS WORK REVIEWED?

Situationally, may be periodically reviewed daily to annually, with differing levels of specificity or intensity.

GUIDELINES

A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?

U.S. Constitution. ND Constitution. Established Federal/State Case Law. United States Code/Satutory law, ND Century Code. ND Administrative Code. ND DOCR Facility

Standards. Municipal Ordinances (Fargo and West Fargo). ND Court Rules and Procedures. US Marshal Custody Regulations. US BOP Custody Regulations. Prison Rape Elimination Act, American's with Disabilities Act, Civil Rights Act, etc.

B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?

Cass County Personnel Policy. Cass County Sheriff Policy. Cass County Jail Custody Policy.

ND Attorney General Office regulations on fingerprints, DNA collection, breath testing, drug testing, and 24/7 Drug/Alcohol Monitoring policies.

Contracted medical provider protocols/guidance.

City of Fargo Fire Code.

City of Fargo Public Health Code.

ND Association of Counties Records Retention Guidelines.

PERSONAL CONTACTS

A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)

Other Correctional Officers, medical staff, mental health professionals, support staff. Law Enforcement from other agencies. Attorneys, court employees, community support professionals, state agency staff.

Individuals arrested for, or serving time, for all levels of criminal offense. Individuals detained on immigration matters. Individuals in transit between custody facilities. Individuals detained pursuant to child support matters. Individuals detained due to heavy intoxication for safety/care. Individuals detained pursuant to a mental health protective order. Individuals detained pursuant to a warrant or Order to Show Cause. Individuals detained pursuant to a material witness order.

Professional service providers to individual inmates. Vendors and county contracted workers. Inmate family members/visitors. General public.

B. WHAT ARE THE PURPOSE OF THESE CONTACTS?

Processing, Direct Supervision, Care and Custody of Inmates. Accommodating access or appearances. Obtaining or providing information/answers/referrals. Obtaining or providing inmate medications, property, or funds. Informing of decisions, incidents, outcomes, or updates.

PHYSICAL DEMANDS

A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?

Sitting, Walking, Running, Climbing, Lifting, Carrying, Holding equipment or supplies, and Physically escorting and restraining individuals. Speaking, watching, recording, typing, and writing.

WORK ENVIRONMENT

A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.

Climate controlled large footprint building, with variable temperatures and humidity due to outside air circulation requirements and seasonal impacts. Highly variable noise levels sanitary conditions caused by inmates. Variable presence of offensive odors, contagious diseases, bloodborne diseases, and assaultive conduct. Work environment can be impacted by weather, disruption to essential services, maintenance needs, public activities, media, supply chain disruptions, and other acts of god that we must adapt and remain operational.

FOR RECLASSIFICATION REQUESTS ONLY

A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?

This position is currently held by approximately 50 employees who serve as the primary line level eyes/ears and responders for inmate care and custody, and will be expanding by an as yet undetermined number of people with the addition of a new pod in 2025.

The duties and responsibilities of employees in this position/grade have been modified and expanded on an on going basis in response to changing scope, severity, and quantity of inmate needs related to behavioral health, medical/physical health, and conduct. Agency needs, changes to ND Century Code, changes to other regulations, and the overall impact of growth and conditions across the board have led to substantial changes in the scope and expectations placed upon employees serving in this role. The PAQ for this position is original to the facility opening in 2002, so this request is submitted for the purpose of re-analyzing the current duties and expectations imposed upon employees in this position, and any relevant comparisons to other existing or higher graded positions that may be warranted.

SUPERVISION

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

- A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.**

No specific employees listed. See Below.

- B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.**

TRAINING AND EXPERIENCE

- A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.**

Must complete facility new hire orientation training (3 progressive phases), ND Corrections Officer Basic Training (ND POST Certified), and Correctional Medical 1 and 2 training in order to earn appointment to this position. In addition, all the training mentioned earlier under Job Duties is essential on an ongoing or rotational basis, and by state regulation is a minimum of 60 hrs every 3 years after the first year of employment.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE

POSITION ANALYSIS QUESTIONNAIRE
PAGE 12

PERSONNEL STAFF _____ AUDIT COMPLETED: YES _____ NO _____

COMMENTS _____



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Office of the Sheriff

Jesse Jahner, Sheriff

Date: May 2nd, 2024

Re: Job reclassification requests – Clinical Mental Health Coordinator and Behavioral Health Case Worker

Personnel Overview Committee,

I am requesting a reclassification of our Mental Health Coordinator, Lynette Orth. The position is currently graded C-44. I am requesting that it be graded C-51. I don't believe this would require the county to engage the services of our consultant because we already have the C-51 position graded, as explained below.

In 2013, this position was graded a C44 by our salary consultant. In April of 2022, I requested, and this committee approved, sending this position for reclassification. The reason for the request was that the position had taken on the supervision of the Behavioral Health Case Worker at the jail. The position was reclassified to a C51, and the individual in that role was promoted to the C51 position in January 2023. In March of 2023, we removed the supervisory duties and returned the position to a C44. The individual in the position was returned to the C44 pay grade.

In the meantime, our Behavioral Health Case Worker, Elizabeth Stoutland, obtained her master's degree and obtained a higher level of social work license and credentialing. This allows her to perform additional duties that are part of the Mental Health Coordinator's job description, however, when performing the highest-level tasks, she is required to have a supervisor sign off on her work.

In the end, we will have a C-43 position that is a bachelor's degree level position, a C-44 position that is a master's degree level position, and a C51 position that is a master's degree with the ability to supervise C43 and C44 work as needed. All of these positions have been graded by our consultant.

I respectfully request that this committee approve moving the Mental Health Coordinator position to a C51 and the Behavioral Health Case Worker position to a C44.

Respectfully,



Jesse Jahner

Cass County Sheriff

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
 Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5806

Cass County Sheriff
Courthouse
211 9th Street South
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Phone: 701-241-5800
Fax: 701-241-5805

Cass County Jail
450 34th Street South
 Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967

Cass County Government Artificial Intelligence Usage Policy

Purpose: The purpose of this policy is to establish the Cass County Government employee practices for the responsible and secure use of artificial intelligence (AI). The County is committed to utilizing Artificial Intelligence in a secure, responsible, and ethical manner to improve processes, enhance services, and support employees to do their best work. This policy provides simple, user-focused guidance for all employees.

Due to the rapid rate of development of AI tools, the County will regularly review and update this policy to keep it aligned with County standards as well as technological advancements.

Scope: This policy applies to all employees, contractors, and any other third-party individuals or entities who have access to AI technologies or are involved with using AI technologies on behalf of the County.

Definition: Artificial Intelligence: Artificial Intelligence (AI) refers to the development of computer systems capable of performing tasks that typically require human intelligence. These tasks include but are not limited to learning, reasoning, problem-solving, perception, natural language understanding, and decision-making. AI technologies encompass a range of approaches, including machine learning, neural networks, and advanced algorithms.

Principals of Responsible AI Use:

County workers are supported in the responsible integration of AI into their tasks, leveraging its potential to enhance services, promote justice, and improve efficiency. Each staff member bears the responsibility of utilizing generative AI tools in a manner that prioritizes the security of sensitive information and aligns with County policies. The following key principles should guide their approach:

1. Data Security:

- Recognizing the critical nature of data security, County workers must exercise utmost caution when utilizing AI models. It is strictly prohibited to input non-public data into any AI model. This includes sensitive information that is not publicly available.

2. Data Integrity:

- Ensuring the integrity of information is a paramount concern. Before relying on any output from an AI model, County workers are required to validate the generated information. This involves cross-referencing with authoritative sources and ensuring accuracy to maintain the reliability of government operations.

3. AI Models as Tools, Not Replacements:

- AI models are intended to be tools to aid and enhance the capabilities of County workers. They are not to be considered replacements for human employees. County workers should exercise professional judgment and decision-making, utilizing AI models as supportive tools in their respective roles.

4. Ethical Usage:

- County workers must adhere to ethical standards when utilizing AI. This includes avoiding any bias in input data, addressing potential biases in AI algorithms, and ensuring fair and equitable treatment in decision-making processes facilitated by AI models.

5. Training and Awareness:

- When County provided AI training becomes available, regular training sessions and awareness programs will be conducted to keep County workers updated on the latest advancements, best practices, and potential risks associated with AI usage. This will help in fostering a culture of responsible and informed AI utilization.

6. Compliance with Legal and Regulatory Frameworks:

- All AI activities undertaken by County workers must comply with existing legal and regulatory frameworks. Any use of AI that violates laws or regulations is strictly prohibited, and County workers are expected to stay informed about the evolving landscape of AI-related policies related to their job duties.

7. Opt-Out Option:

- Members of the public have the right to opt out of their data being used in any AI model. County departments shall provide a clear and accessible opt-out mechanism, allowing individuals to choose not to have their data utilized in AI applications. Departments are responsible for respecting and implementing these opt-out preferences.

8. Human Interaction and Oversight:

- AI-driven solutions will not make impactful decisions without human interaction and oversight. County workers must actively engage with AI outputs, providing necessary context, interpretation, and oversight to ensure that AI-driven decisions align with policy objectives and ethical standards.

9. Transparency Option:

- County Departments shall implement a transparency option, including citing when AI was used to generate information. This involves providing clear communication to the public and stakeholders about instances where AI has been utilized in the generation of information, ensuring transparency in the decision-making processes.

10. Monitoring and Accountability:

- There will be periodic monitoring of AI usage to ensure adherence to this policy. County workers found in violation may be subject to disciplinary action. Accountability is a shared responsibility, and all employees are encouraged to report any concerns regarding the misuse or inappropriate application of AI.

11. Continuous Improvement:

- This policy is subject to periodic review and updates to align with evolving technology, best practices, and legal requirements. Feedback from County workers and the public regarding AI usage will be considered to enhance the effectiveness of this policy.



State's Attorney Office
Kimberlee J. Hegvik, State's Attorney

MEMORANDUM

To: Personnel Overview Committee

From: Kimberlee Hegvik, Cass County State's Attorney

Date: May 2, 2024

Subject: Creation of an Underfill Policy

The State's Attorney's Office has been having difficulties hiring attorneys who meet the minimum requirements for the position. At least one other county in North Dakota utilizes underfill to hire individuals who do not meet the minimum requirements at the time of hire but who are eligible to obtain them within a certain period of time. The request today is to create an underfill policy. This policy would allow departments to hire these individuals at a lower step while the employee is in the process of obtaining the required qualifications.

SUGGESTED MOTION: Recommend approval of the proposed underfill policy.

Underfilling an Employment Position

Underfilling is defined as hiring an employee for a specific position they are not fully and independently able to perform because at the time of hire they are not fully certified or licensed as required by the job posting. Examples of positions for which Underfill may be appropriate include lawyers prior to passing the Bar Exam or the County Engineer prior to being fully licensed by the State of North Dakota.

An open position must exist for an 'underfilling employee' to be hired. An underfilling employee will be hired into Step 1 of an existing Grade within the Cass County pay matrix that does not exceed 80% of the standard Step 1 compensation for the position being underfilled.

Underfill positions are temporary. An employee will remain in an Underfill position no longer than one calendar year from the date of hire. If an underfilling employee fails to obtain the required licensure or certification to fully perform the duties of the position, the underfill position will terminate.

Upon completion of required certification or obtaining the required license, the Department Head supervising the underfilling employee will notify Human Resources immediately and provide verification of the certification or license. Upon receiving verification, Human Resources will transition the employee from underfill to Step 1 of the full position status.

Underfill positions may be considered after the position has been advertised for at least 30 days with no fully qualified candidates applying and/or advancing in the recruitment/selection process. At that time the Department Head may fill the position as an Underfill position.