

OFFICE SPECIALIST 2 AND SHERIFF'S OFFICE RECORDS SPECIALIST ASSESSMENTS
LETTER OF AGREEMENT

I. PARTIES

The parties to this agreement are Marion County and the Marion County Law Enforcement Association (MCLEA, hereinafter "the Association").

II. AGREEMENT

The parties agree that within ninety (90) days after ratification of this agreement the County will conduct an assessment for the Office Specialist 2 and Sheriff's Office Records Specialist classifications on the following terms:

- A. The assessment for the Office Specialist 2 classification will be of a desk audit, which will include an evaluation of job duties and essential job functions;
- B. If the Office Specialist 2 assessment warrants a reclassification, Human Resources will follow County practice and policy as referenced in the Marion County Personnel Rules regarding reclassification;
- C. A recommendation to the Board of Commissioners regarding a range increase for the Sheriff's Office Records Specialist classification; and
- D. If the recommendation to the Board of Commissioners is approved, then the Sheriff's Office Records Specialist classification will be moved from the 05.D13 to the 05.D14 range. The approved wage increase will be effective and retroactive to July 1, 2019.

III. CONCLUSION

This agreement shall end June 30, 2022. This agreement shall not become part of the parties' collective bargaining agreement. This agreement is made without precedent to either party.

FOR THE ASSOCIATION



Jeremy Schwab, Association President

10-26-19
Date


FOR THE COUNTY



Joe Kast, Sheriff

10/29/19
Date

Office Specialist 2 and Sheriff's Office Records Specialist Assessments LOA



Jan Fritz, Chief Administrative Officer
10/29/19
Date



Colleen Coons-Chaffins, Business Services Director
10.29.19
Date