

PERSONNEL COMMITTEE

DATE: March 19, 2024

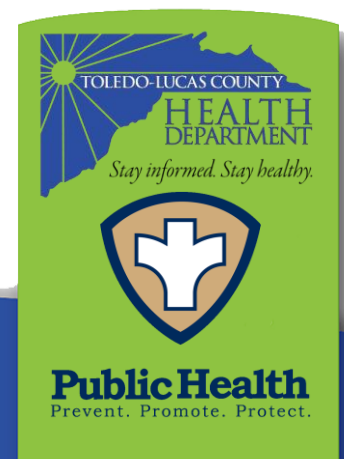
LOCATION: TLCHD – D.O.C.

TIME: 4:00 p.m.

AGENDA

Call to Order & Welcome – Chair Barb Sarantou

1. No old business.
2. There were three new hires for February 2024.
 - a. Julie Smith, Registered Dietitian – 2/12/2024
 - b. Elizabeth Masters, Grants Coordinator – 2/12/2024
 - c. Tara Ivey, Medical Assistant – 2/20/2024
3. There were two separations for February 2024.
 - a. Patricia Lopez, Medical Assistant – 2/2/2024
 - b. Dena Nowakowski, Account Clerk – 2/29/2024
4. There is one new hire recommendation for March 2024.
 - a. Christina Sorlien, Office Specialist (Clerk II)
5. Active Recruitment
 - a. None
6. New Business:
 - a. Classification Plan
7. Executive Session



Candidate Recommendation Form

POSITION INFORMATION

The Office Specialist position will be vacated on March 27, 2024. A brief summary of the Office Specialist (Clerk II) position and qualifications are below:

SUMMARY: This position is responsible for performing a variety of clerical and financial functions in the Environmental Health and Community Services Division. This includes and is not limited to composing and sending correspondence, completing mail runs, answering phones, preparing bills, invoices, licenses, etc. This position will also help create and maintain tracking logs, file, and utilize Environmental Health software. Customer service, cash and credit card handling, along with proper record keeping, are essential functions of the position.

QUALIFICATIONS: High School Diploma or Equivalent. Must have two (2) years of documented practical work experience in an office environment. Customer Service experience. Familiar with Microsoft Word, Excel, Microsoft Office software or similar software. Familiar with Paymentus or other payment software. Experience with excel functions such as data entry and formulas. Must have and maintain throughout employment a valid driver's license, reliable transportation, and be insurable under the Lucas County Commissioners Risk Management.

RECRUITMENT INFORMATION

The position was posted on February 22, 2024 internally for five business days and received no internal candidates. It was also posted externally and received sixty-nine (69) candidates that met minimum qualifications. Seven (7) candidates were chosen for phone screenings of which, four (4) candidates completed the screenings. The four (4) moved onto in-person interviews. Of these, one (1) candidate cancelled.

From the time the position was vacated to the offer being made to a candidate was 1 day. From the time the position was posted to the offer being made to a candidate was 5 weeks.

CANDIDATE INFORMATION

NAME: Christina Sorlien

EDUCATION: High School or equivalent

SUPERVISOR: Jen Gottschalk

DIRECTOR: Jen Gottschalk

SALARY: \$16.56 an hour

This candidate has demonstrated through her background, education, and interviews that she has the experience, knowledge, and understanding of this position. Her answers demonstrated that she is comfortable with customer relation. She also has various office skills including handling different forms of payments. Therefore, we are recommending Christina Sorlien for the Office Specialist (Clerk II) position.

Christina Sorlien

Authorized to work in the US for any employer

Work Experience

Leasing Agent / Property Manager

Carriage Hill Apartments - Toledo, OH

May 2021 to Present

Process rent, pay contractor invoices, schedule contractors to property, prepare new leases and lease renewals, advertise and show available units at both properties I manage, process 3 day notices and eviction paperwork, go to court for evictions and 2nd cause, take part in the clean out of vacated units as well as do final account statements for them. Process end of the month paperwork and close the books. My day to day task is working directly with multiple contractors, handling incoming and outgoing phone calls and faxes, working directly with residents and other staff located at the property. Walking units after contract work has been done to check quality of the work. Supervise my staff located in my office and delegate any work needing to be done for the day/week.

Property Manager

Kit Management LLC - Toledo, OH

August 2020 to May 2021

Process rent, daily deposits, collections and delinquencies, handling maintenance requests and orders. Filing, processing court paperwork, 3 day notices and evictions, scheduling bailiff set outs, utility services. Occasionally lease signings and property showings.

Assistant Property Manager

A+ self storage - Toledo, OH

June 2018 to August 2020

Paperwork processing for new rentals and move outs, monitor inventory and reorder when necessary, preparing storage units for auction implementing various Ohio lien laws, collections, property maintenance, maintain property appearance. Daily, monthly and yearly reporting. Payment processing via cash, money order, check and other methods of payment, monthly audits for new rentals. Daily balancing of ledger and cash drawer. Provide excellent customer care and tours for prospective tenants.

Office manager/tax professional

Tax Shield/MTK Tax - Toledo, OH

January 2015 to April 2019

Managing inbound and outbound calls, provide excellent customer care, assist clients with preparation of various tax returns (1040EZ, 1040, Schedule C, Sole proprietor, Schedule F) Adhere to and self educate all new information and laws pertaining to IRS standards. Disperse income tax returns to clients. Provide necessary information for specific tax situations and deadlines.

Home Health Aide (HHA)

Blackstone home care - Toledo, OH

April 2018 to June 2018

Assist clients with various activities such as: bathing, clothing, personal hygiene, meal preparation, and general emotional support. Provide assistance with shopping for needs, as well as provide necessary housekeeping needs.

Survey analyst

MaritzCX - Maumee, OH

October 2012 to February 2018

Conduct market research on various issues such as government issues and political surveys (including local, state and presidential elections), insurance, banking, automotive, landscaping, and general merchandise.

Education

HHA Certificate in Medical

Touching Hearts, Changing Lives - Toledo, OH

November 2017 to April 2018

High school or equivalent

Skills

- Good typing skills as well as phone skills and basic computer skills. (8 years)
- Market Research
- Assistant Manager Experience
- Tax Experience
- Operating Systems
- Property Leasing
- Microsoft Windows
- Property Management
- Office Management
- Accounts Receivable
- Accounts Payable
- Home Care
- Customer service
- Management
- Property management
- Microsoft Excel
- Microsoft Office
- Accounting
- Communication skills

- Construction
- Purchasing
- Administrative experience
- Property leasing
- Typing
- Phone etiquette
- Organizational skills
- Analysis skills
- Office experience
- Project management
- Data entry

Certifications and Licenses

Drivers License

A valid HHA or CNA certification.

**TOLEDO-LUCAS COUNTY HEALTH DEPARTMENT
HUMAN RESOURCES
CLASSIFICATION PLAN**

1. Position Classification Plan - Background

- Compliance Requirement – Chapter 124 O.R.C. and HB 187
- The current plan was reviewed in 2017

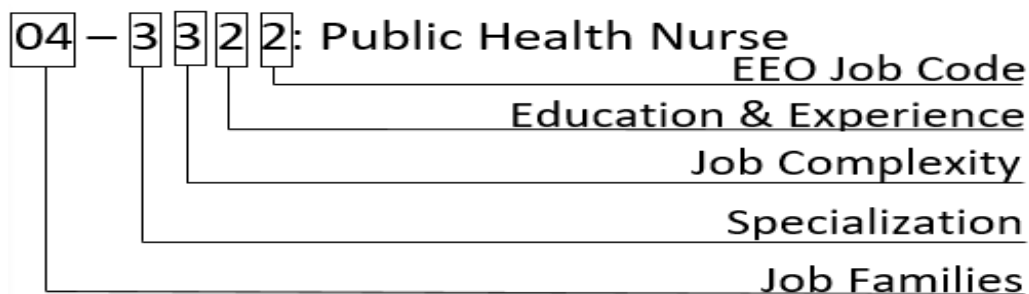
2. Why We Revised the Plan

- Create a more efficient, equitable, and transparent system for classifying Agency positions.
- Clarity and Fairness in defining jobs to ensure internal/external equity.
- Organizational growth. New job titles and responsibilities have emerged.
- Ensure compliance with Equal Pay laws
- The revised plan ensures our classification system accurately reflects current job duties.
- Define opportunities for professional development

3. Key Changes in the Revised Plan

- Streamlined Classification Numbering system for easier identification
- Updated job descriptions reflecting current responsibilities
- Built Established Job Families
- Identifies career paths for professional development
- Facilitates competency-based HR practice

4. Classification Numbering Example



5. Next Steps

- Review and update the plan periodically (i.e., as new positions are created)
- Develop Compensation Policy
- Review and Maintenance Non-Bargaining Unit Compensation Plan