
From: Julie Cloud </o=first organization/ou=first administrative group/cn=recipients/cn=jcloud>
Sent: Wednesday, June 06, 2012 12:26 PM
To: Betty Grimm
Cc: Pat Thomson; Sharon Harrigfeld; Frank Riley
Subject: LODA for Tom
Attachments: job audit pcn 3754 knoff 11_09.doc; parform.doc; pdq rehabilitation unit manager.doc

Hi Betty,

I will be delivering the LODA to Tom in person at his house our somewhere we agree on, first thing in the morning.

Yesterday on the phone you had mentioned that you wanted to announce Laura as permanent in O & A. We could accomplish this by switching Tom and Laura's PCNs; e.g., moving the Unit Manager PCN (Laura's) to O & A and Knoff's vacant PCN to Solutions/Choices, where it could be reclassified to a Unit Manager. This is a viable option except for the fact that in my 2009 job audit of Knoff's PCN, the work did not support a UM position.

If you feel strongly that the work now supports a Unit Manager classification then please send me an email with justification including how the work has changed (from the attached job audit) and what types of decisions this position will make and a request to move PCN 4507 (Roters) to O & A and PCN 3754 (Knoff) to Solutions/Choices and reclassify it to a Unit Manager, and the effective date. I have attached a copy of the 2009 job audit and some questions that can help you document the justification. I also attached a PDQ for Unit Manager for your use.

I am available to assist or Pat is willing too, I'm sure.

Thanks Betty...

Julie

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Don't find fault, find a remedy.
--Henry Ford

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