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**From:** Skip Greene </o=first organization/ou=first administrative group/cn=recipients/cn=sgreene>  
**Sent:** Thursday, July 14, 2011 8:14 AM  
**To:** Sharon Harrigfeld  
**Subject:** FW: Job Analysis Documents - Part 2

FYI regarding the unit manager PDQ. Beverly is pretty wound up this morning. She feels this whole thing is being done to suit Nampa's need for a UM and whatever is hovering around Laura, and to heck with the needs of the other facilities. I hope this doesn't happen.

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**From:** Beverly Wilder  
**Sent:** Thursday, July 14, 2011 8:06 AM  
**To:** Skip Greene  
**Subject:** FW: Job Analysis Documents - Part 2

Beverly A. Wilder, Youth Programs Manager -- Juvenile Corrections Center--St. Anthony, PO Box 40, 2220 East 600 North, St. Anthony, Idaho 83445 208-624-3462, ext. 2106, [beverly.wilder@idjc.idaho.gov](mailto:beverly.wilder@idjc.idaho.gov)

*"EXCELLENCE - Excellence is never an accident; it is the result of sincere effort, intelligent direction, skillful execution and the vision to see obstacles as opportunities."*

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**From:** Karen Thiel [mailto:Karen.Thiel@dhr.idaho.gov]  
**Sent:** Thursday, July 14, 2011 7:17 AM  
**To:** Michael Savoie; Lee McCormick; Melody Rose; Vicki Tokita; Kim Toryanski; Kevin Bernatz; Beverly Wilder; David Rohrbach; Teleconference Bridge; Joe Webber; Dustin Kuck  
**Subject:** FW: Job Analysis Documents - Part 2

Good morning,  
Please see Dave's comments on the PDQ below. We can address how/if we want this reflected on an updated PDQ in today's meeting. I am still waiting for Bev and Kevin's feedback.

Vicki,  
After emailing on Monday and leaving a message yesterday, I have not heard back from Kevin about his feedback on the PDQ or his availability for this afternoon's meeting. There is a chance he will not be there. I am assuming we will continue with the meeting as planned. If you have another preference, please let me know.

Thanks

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**From:** David Rohrbach [mailto:David.Rohrbach@idjc.idaho.gov]  
**Sent:** Wednesday, July 13, 2011 2:36 PM  
**To:** Karen Thiel  
**Subject:** RE: Job Analysis Documents - Part 2

Wednesdays are a bit tight for me as this is team meeting day. I have two separate programs I will be in meetings most of the day. After a quick review I have no major angst with the PDQ. Again, because there are differences in the way the

different facilities do business there will be some differences in the way the Unit Manager will function. While the duties may be similar the focus will not be the same.

In the section where it looks at changes to the position since 2000:

Nampa has had some major changes in the past few years. The statewide O&A Unit Manager position was taken away. We have two programs running in the facility. We use to have a Unit Manager in each of them. We now have no Unit Managers. Supervision of the staff is not being done by Unit Managers in this facility. So the major change in the position that really stands out for Nampa is that all three Unit Manager positions were removed. To relate this to another concept: Say we replaced unit manager with "patient Bill". We might ask: Has there been any major change in Bill's health since his last check-up in 2000. Yes—he died!

Much of the difference in the focus of the Unit Manager comes in the area of supervision and oversight. In the final section on minimum qualifications it states a concept of supervising paraprofessional staff. Actually, the Unit Manager at Nampa will be supervising some licensed clinical staff. I supposed in a spin off concept one could ask "Is there any difference in the skills needed to supervise a paraprofessional staff than to supervise a trio of professional staff?"

I will try to make it in person. I am not sure where you are located. Is it in the building that was once referred to as "The hall of Mirrors"?

dave

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**From:** Karen Thiel [mailto:Karen.Thiel@dhr.idaho.gov]

**Sent:** Tuesday, July 12, 2011 1:41 PM

**To:** Karen Thiel; Michael Savoie; Lee McCormick; Melody Rose; Vicki Tokita; Kim Toryanski; Kevin Bernatz; Beverly Wilder; David Rohrbach; Joe Webber; Dustin Kuck

**Subject:** Job Analysis Documents - Part 2

Good afternoon,

Thank you again for your participation throughout this process. Your perspectives are critical to the exam development process as this will help determine the minimum qualifications and the rating criteria. It is important that as we discuss the attached documents, you provide us information that represents your facility.

Attached are the documents to be reviewed during this week's meeting including an updated version of the Job Related Job Description (JRJD) document based on our understanding of your feedback.

In preparation for this week's meeting, we ask that you carefully review the Position Description Questionnaire (PDQ) document. Our goal is to make this document as comprehensive as possible while characterizing the differences between facilities. Please provide your feedback to me by end of day Wednesday. I will incorporate the changes/feedback in a new document and redistribute for our discussion on Thursday.

If you have questions about the documents, please direct them to Melody at ##### , Lee at ##### , or me at ##### . We ask that you maintain confidentiality throughout the process.

Once again, thank you for your participation in this effort. Your input is invaluable.

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