
From: Betty Grimm </o=first organization/ou=first administrative group/cn=recipients/cn=bgrimm>
Sent: Tuesday, August 21, 2012 10:49 AM
To: Julie Cloud; Sharon Harrigfeld
Cc: Scott Johnson; Ashley Jorgensen; Pat Thomson
Subject: RE: Reclassifications

I support this fully and my sincere thanks Ashley and Julie for getting this underway.

Betty Grimm
Superintendent-JCC Nampa
208-465-8443 ext. 107
Idaho Dept. Juvenile Corrections

From: Julie Cloud
Sent: Tuesday, August 21, 2012 10:43 AM
To: Betty Grimm; Sharon Harrigfeld
Cc: Scott Johnson; Ashley Jorgensen; Pat Thomson
Subject: Reclassifications

Betty, thank you for your request to reclassify PCNs 4522 and 0940. Both of these PCNs are currently classified as Rehabilitation Supervisor, DJC, class code 09277, pay grade K.

Based on review of job duties, talking with the Youth Program Manager Ashley Jorgenson and Unit Manager, Laura Roters and recommendations for Solutions restructure in a recently conducted CPC review, HR has approved the reclassification of these two PCNs to Rehabilitation Specialist, class code 09442, pay grade L.

PCN 4522 is currently filled with incumbent Manuel Cavazos, hourly rate is \$18.45. Entry hourly rate for RS is \$20.66, therefore, Mr. Cavazos will receive an increase of \$2.21 per hour or 12%. I have reviewed Mr. Cavazos' work history prior applications and talked with his prior supervisor Laura Rotors, and Mr. Cavazos meets the minimum qualifications for Rehabilitation Specialist.

PCN 0940 is currently vacant and will be reclassified to Rehabilitation Specialist with a starting hourly wage of \$20.66.

In filling Rehabilitation Specialist vacancies, the Department routinely announces and recruits at the working level of Rehabilitation Specialist **and** at the underfill level of Rehabilitation Specialist, Associate, class code 09275, pay grade K. The hiring supervisor then may conduct interviews from both hiring lists and select the most appropriate person. If the person hired is at the Associate level, they are expected to follow an established training plan to get them to the full working level within 1 – 2 years. This way those wanting to promote but not able to meet the minimum qualifications for the full working level have an opportunity to be considered.

Ashley and I have worked on a training plan (actually Ashley did the work!) utilizing what St. Anthony has in place.

Betty and Sharon, I'm seeking your approval and authorization to complete the reclassification of these two PCNS and incumbent Manuel Cavazos.

Scott, once I receive the approval to move forward, I will complete the Position Action forms for DFM and move forward with their approval as well.

Thank you.

Julie Cloud

Human Resource Officer

Idaho Department of Juvenile Corrections

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Don't find fault, find a remedy.

--Henry Ford