

## **HUMAN RESOURCES DEPARTMENT**

### **City of Burlington**

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145  
Fax (802) 864-1777  
Vermont Relay: call 711  
or 800-253-0191

**To: Board of Finance**

**From: Julie Hulburd, HR Generalist**  
**Susan Leonard, Director of Human Resources**

**Date: June 11, 2013**

**Re: Reclassification and Title Change Community Justice Center Coordinator - CEDO**

We respectfully request and recommend your approval of the reclassification of the Community and Economic Development Department's (CEDO) Community Justice Center Coordinator from a Grade 18 to a Grade 19.

This position was reclassified at the request of the Director CEDO and the employee occupying the position and is necessitated by the increased supervisory and fiscal responsibilities. Specifically, the original Community Justice Center Coordinator job description called for the supervision of one (1) to three (3) employee. However, this position currently supervises eight (8) employees. The Community Justice Center Division CEDO consists of Three (3) Regular employees and five (5) Limited Service employees. This position would undergo a name change from Community Justice Center Coordinator to Assistant Director of the Community Justice Center, which is consistent with peer positions with in the CEDO organizational chart.

Using the Willis Classification Plan, the reclassification calculation resulted in the position being upgraded, from Grade 18 to Grade 19. City of Burlington Personnel Policy Section 5.4 states that an employee in a position that is reclassified to a higher grade, the employee will enter that higher grade at the lowest step which ensures at least a 5% increase over the current pay rate. Therefore, if approved, the incumbent would be placed at a Grade 19, Step 5. This equates to an annual salary of \$58,554.99.

As noted in the Mr. Owen's request, this salary amount has been included in the FY14 budget, in anticipation of review of these positions job responsibilities. These changes are proposed to be effective following City Council approval and Mayoral signature of the resolution.

2013 BUDGET REQUEST  
POSITION REQUEST/DELETION or RECLASSIFICATION FORM

Department: CEDO

Division/Unit: Community Justice Center

**A. Request for Position Creation or Deletion**

1. Position Title Requested: ~~Assistant Community Justice Center~~
  2. Bargaining Unit: NA
  3. Salary from Grade Plan: \_\_\_\_\_ Grade: NA
  4. Percent of Federal and/or State Funding: 100%
  5. Are Fringes Grant Funded?: Yes At What Percentage?: 100%
- 

**B. Request for Position Reclassification**

1. Present Title: Community Justice Center Coordinator
  2. Bargaining Unit: NA
  3. Present Salary: \$52,518.86 Grade: 18 / Step 5
  4. Requested Title: Assistant Director for Community Justice Center
  5. Requested Salary from Grade Plan: \$56,904.76 Grade: 19 / Step 5
  6. Percent of Federal and/or State Funding: 100%
  7. Are Fringes Grant Funded?: Yes At What Percentage?: 100%
- 

**Please attach Justification of Need and approved  
Position and Duties Statement (Job Description)**



## CITY OF BURLINGTON

### Job Information Questionnaire

Class Title	<b>Community Justice Center Coordinator</b>	Name	<b>Karen Vastine</b>
Work Location	<b>Community Justice Center</b>	Department Name	<b>CEDO</b>
Supervisor's Title	<b>Director/Dept Head</b>	Supervisor's Name	<b>Larry Kupferman</b>

#### I. OUTLINE OF DUTIES AND FUNCTIONS

A. List in order of importance the major functions or duties of your job. A couple of descriptive words or a short sentence is enough, as you will later be provided an opportunity to more completely describe each of these parts of your job. This will serve as an outline to assist you in the description of your job. Each of these major duties will be described by you later in the questionnaire.

- B. Estimate the approximate percent of your time spent on each of the duties you perform. Keep in minds that some jobs operate in annual cycles, so you might wish to calculate your percentages from an annual basis (e.g., 10% of your work year is allocated to the preparation of the annual budget projections, while 20% is in budget generation and 10% in audit functions, etc.). If your job has a daily routine which does not change significantly, calculate the percentage on a daily basis (e.g., 25% of you day involves typing correspondence, 10% filing, etc.).

C.

75% : Direct, Manage, Supervise and conduct the hiring for a Staff of 12 employees comprising the four priority areas (and 8 sub-areas) of the community justice center: Offender Re-entry (Offender workforce development, Resource Navigation, Circles of Support & Accountability), Restorative Justice (Adult Restorative Justice Panels, Youth Restorative Justice Panels, Victim Liaison Program, Restorative Noise Program, Rapid Intervention & Community Court), Parallel Justice for Victims of Crime, and Graffiti Removal Program. Additionally, manage operations (including the building) of the CJC.

25% : Community/State-wide Leadership and Policy analysis/development: Facilitate and/or Participate in state-wide and local leadership initiatives in response to crime, conflict, offender accountability, victim support and alternatives to criminal justice system

TIME %	DUTY OR FUNCTION (in order of importance)
-----------	--

1

2

3

4

5

6

## II. DETAIL OF DUTIES AND FUNCTION

For each of the duties or functions listed in your outline, expand on *how you perform it*.

*Use examples* to help in understanding the duty or function. If there are *procedures* or *steps* used in perform each function, describe the steps. Or describe the *process*.

1. Direct: Utilizing input from project/program staff, community stakeholders, funding agencies/organizations and when appropriate/applicable from elected officials (city council, legislators, etc) to set priorities and strategies for each of the four primary program areas and their sub-programs of the community justice center.
2. Supervise: Directly 6 staff members - Conduct regular meetings with each of the staff who directly report to me in order to provide coaching, consultation, and direction. Evaluate employees' work, provide feedback and opportunities for: professional growth, leadership opportunities, and shared responsibility.
3. Manage: Communication with funders. Carry out grant agreements, ensure reporting/grant requirements being met.
4. Manage: Develop and monitor budget of \$527,000.
5. Community leadership:
  - a. Serve on community-based leadership group in the realm of alternatives to justice, victim safety, offender accountability, offender re-entry and social services such as:
    - i. Rapid Intervention/Community Court advisory committee (I wrote the program's first grant and still manage that grant which is sub-granted to several community partners, which also means that my role includes ensuring others' grant compliance.)
    - ii. Parallel Justice Commission – Staff and support growth of leadership and direction of the commission whose primary role is to address policy that creates unnecessary barriers to victims of crime. Closely collaborate with Commission Chair to set agendas, policies and template for its direction.

- iii. Parallel Justice Healthcare Sub-committee – Convene, support and facilitate healthcare partners' state and local policy development efforts.
- b. Assume leadership role with the Community Justice Network of Vermont, the state-wide voice for Vermont's 17 Community Justice Centers/Programs
  - i. Work closely with CJNVT's lobbyist to anticipate legislative and AHS policy issues and needs.
  - ii. Serve as spokesperson representing the CJNVT at the statehouse which includes presenting to legislators on Community Justice Centers, responding/reacting to proposed legislation and proposing legislation.
  - iii. Work closely with other state-wide stakeholders to develop policy that will meet goal areas of CJNVT.
  - iv. Serve on Victim Safety Protocol Task Force to assist in protocol development that will ensure safety of victims' whose offenders are being served by intensive community justice center-based re-entry programs. Design and implement state-wide training on protocol.
  - v. Chair CJNVT and VT Association of Court Diversion Programs "Collaboration Steering Committee". Duties include, drafting and implementing collaboration grants, working closely with trained mediator and/or other collaboration consultants and plotting a course for increased collaboration and flexibility of programs' working relationships.
  - vi. Serve on CJNVT legislative committee to analyze, anticipate and respond to legislation that impacts the operations of VT's community justice centers.

### III. DOLLAR AMOUNTS

Please identify any dollar amounts you directly or indirectly influence or control.

Annual Dollar Amounts

What Is It?

What is Your Responsibility

	Annual Dollar Amounts	What Is It?	What is Your Responsibility
1	\$215,000	DOC Safer Communities	Manage budget, Report, Evaluate
2	\$117,000	VT Center for Crime Victim Svcs: VOCA (Victims of Crime Act)	Manage budget, Report, Evaluate
3	\$60,000	(DOC) Federal 2 <sup>nd</sup> Chance Act	Manage budget, Report, Evaluate
4	\$58,000	DOC – Rapid Intervention & Community Court grant	Manage budget, Report, Evaluate and sub-grant to 5 local partners (which entails MOUs with each, allocation of funds and accountability)
5	\$63,000	JAG	Manage, budget, File program reports for all city department and city program recipients
6	\$25,000	General Fund	Allocate for Rent, include in match for DOC grants

## IV. SUPERVISION

Do you supervise other employees? ☒ Yes ☐ No

If Yes, please answer the following:

a. How many employees report directly to you?

5 Full-time 1 Part-time 1 Seasonal 1 contractual

b. How many employees report to you through others?

1 Full-time 1 Part-time 1 Seasonal 1 Reach-Up placement

c. Annual payroll (not including benefits) of all employees you lead or oversee? \$318,264

d. Complete the organization chart on the following page. If you already have a department organization chart with the request information, attach it to the questionnaire. **See Attached.**

## V. SUBORDINATE SUMMARIES

Answer this question if you supervise others. If not, continue to Question VI.

Provide a one-paragraph summary of the duties of each of your subordinates. Indicate the number of employees each subordinate supervises. Use additional pages if more space is necessary.

## A. Restorative Justice Coordinator

- Coordinates and oversees daily operations of Restorative Justice Program
- manages client tracking database
- supervises 2 staff and co-supervises a third.
- recruits, screens, trains and supervises 30-40 restorative justice volunteers

- coordinates client intakes and panel assignment
- oversees internal policy changes and program improvements

B. Victim Liaison Assistant (20 hours/week):

- Responsible for ensuring victims' equal opportunity to participate in the offender-driven restorative justice program
- By either supporting victim's in-person participation or by proxy, participates in all adult restorative justice panel meetings supporting the victim's voice in the process
- Contacts victims associated with all referrals to the CJC.
- Works closely with area business owners who've experienced crime
- Liaison to business owners for the CJC
- Designs some and supports all volunteer training
- Supports RJ Coordinator and other members of the RJ team in developing and enhancing internal policies and programming.

C. Criminal Justice System Liaison(30 hrs/wk):

- Supports the CJC's participation in the community's external court alternative programs
- Assists RJ coordinator with case/client management
- Assists CJC coordinator with grant management and reporting
- Responsible for collecting and performing initial analysis of all CJC staff monthly/quarterly client data
- Assists with internal policy development
- Conducts intakes and risk assessments for Rapid Intervention/Community Court Program – including but not limited to individuals to be referred to the CJC by 'RICC'.
- Administers civil ticketing reduction program

D. Youth Restorative Justice Panel Assistant: (During UVM academic year, position is staffed by Intensive field placement for the Bachelor's of Social Work program, during other months, staffed by seasonal temporary employee)

- manages restorative justice caseload for individuals who are 18 and younger
- Conducts intakes, communicates with parents/school/police officers, assigns youth to restorative justice panel meeting
- supports youth's successful completion of their restorative justice contracts
- supports RJ coordinator's volunteer management

E. Offender Reentry Specialist

- Coordinates the CJC's Offender Reentry programs
- Supervises the Resource Navigator
- Works closely with the Offender Workforce Development Specialist (contractor)

- Develop and Implement Circles of Support & Accountability
- Coordinates communication with the Department of Corrections including but not limited to: the facilities, Probation & Parole, Victim Support, High Risk Treatment Program staff
- Convenes the Reentry Advisory Panel – comprised of stakeholders representing their community partner agencies
- collects data/info from Resource Navigator and Contractor in order to compile monthly/quarterly reports
- Develops and oversees internal program policy

F. Offender Reentry Resource Navigator (Supervised by E.)

- Supports returning offenders with needs secondary to employment by providing short-term case management in order to assist their connection to community programming, resources and job-readiness programs
- Conducts weekly employment class at Northwestern Correctional Center as part of the BCJC's partnership with HowardCenter on grant-program
- Tracks data and information on clients participating in program
- performs outreach to community partners

G. Offender Workforce Development – Contractor with VABIR (Supervised by CJC Coordinator)

- Develop, enhance and implement workforce development activities for returning offenders
- Collaborate with area community partners to develop and offer employment training and readiness programs
- Offer weekly employment support class to men and women
- Support Resource Navigator with utilizing curricula for facility-based employment class
- Liaison for VABIR, VOC Rehab, Creative Workforce Solutions, VT Works for Women
- Collaborates with Dept of Corrections personnel
- Assists with internal policy development

H. Graffiti Removal Specialist

- Coordinates graffiti removal program
- Collaborates with City Departments to remediate graffiti
- Tracks and compiles reports of graffiti vandalism for Burlington Police Department
- Recruits, trains and conducts regular communication with graffiti removal volunteers
- Researches and purchases graffiti removal supplies and equipment



## I. Parallel Justice Specialist (BPD-based)

- Collects and analyzes all victims' reports to the BPD
- Directly contacts or supervises volunteers' contact of all program- appropriate victims who call the police
- Manage case-load of victims, perform short-term advocacy including assistance with communication with the police department and area agencies; initial Resource Bank/Victim Fund eligibility determination and case follow-up.
- Manage volunteers: screen, train, supervise and support their contacting of victims
- Manage interns from local colleges and university.
- Support program and policy development of parallel justice program

## J. Parallel Justice Specialist (CJC-based)

- performs outreach to area agencies
- writes grants and implements fund-raising events for Parallel Justice Victims' Fund
- supervises volunteers when appropriate
- develops campaigns to raise awareness of safety considerations
- Support program and policy development of parallel justice program

## K. Evening Receptionist for Adult Panels (Supervised by RJ Coordinator)

- Directs foot traffic for weekly evening meeting to adult restorative justice panel
- performs administrative tasks that support outreach and file management of CJC programs

## L. Evening Receptionist for Youth Panels (Supervised by CJC Coordinator)

- Directs foot traffic for weekly evening meeting to adult restorative justice panel
- performs administrative tasks that support outreach and file management of CJC programs

## M. Day-time Greeter (Supervised by Parallel Justice Specialist based at the CJC)

- Directs foot traffic to meetings of CJC
- Collects and distributes mail
- Conducts reminder calls for individuals participating in panel meetings
- performs administrative duties as assigned

## VI. MENTAL EFFORT

a. Title:

b. Title:

## VI. MENTAL EFFORT

Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Give examples.

1. Inter/Intra departmental relationships—Mayor's Office, City Attorney, Burlington Police Department, States' Attorney Office, Judiciary, Department of Children & Families, Victim Advocacy Organizations, VT Center for Crime Victim Services, Department of Corrections,

The CJC serves individuals from two distinct groups; victims and offenders; whose needs can often be at cross-purposes.

Balancing requirements of all of the funding resources and necessary positive community partner/city department relationships so that CJC can succeed at its various tasks AND simultaneously moving policy forward in a positive way with the best possible outcome for our community and people we serve.

Supporting the team at the CJC so that they are productive, positive and working well with clients and community partners.

2. Complex policy matters- Both in the local and state-wide community analyzing, anticipating, proposing and garnering the necessary buy-in to move policy forward. Because of the wide array of relationships necessary to do its work, the CJC can be involved in policy matters connected to Public Safety, Victim Safety, Offender Accountability, Juvenile Justice Issues, Local/state-wide human service delivery

3. Personnel Efforts – managing and directing the 12 staff/contractor/interns at the CJC to ensure that the team of individuals with a lot of individual responsibility in disparate programs not only work well together and collaborate efficiently but that the CJC is a place that grows their leadership skills. Provide leadership and direction in the hiring of new staff, interns and volunteers.

VII. Work Situation: The Community Justice Center has always been a program that has worked closely with leadership of the City of Burlington. However, in the last five years, the CJC's connection to leaders from the Criminal Justice System (both locally and on a state-wide level) has deepened significantly. This growth and strengthening of relationships with leaders has lead to the CJC's increased credibility at the statehouse and in local program development. It has also lead to a significant increase in grant awards and programmatic growth. The staff size has doubled over the last five years.

Describe some of the features of your work environment, department or unit which would help us better understand the size and complexity of your job.

a.	Equipment Operated	Proficiency Level	Hours per day
b.	Skills		Hours per day
c.	Qualifications		

Excluding your supervisor, give a few typical examples of your principal contacts and the purpose of each.

Contact	Purpose	Frequency
Chief Schirling	Collaboration; joint grant management; program development including Rapid Intervention & Community Court, Graffiti Removal, Parallel Justice, Offender Reentry	weekly
Ken Schatz, City Attorney	Collaboration on local and juvenile justice issues and advice (“content supervision”)	Weekly
Tj Donovan, Chittenden County States Atty	Oversight of Rapid Intervention & Community Court, complex victims’ rights issues and collaboration	Bi-weekly – monthly
Mayor’s Office (mayor and assistant to the mayor)	Joint management of JAG grant, new program development, justice issues that crop up in the community and when needed Parallel Justice for Victims of Crime Commission work/Public Education work	Monthly
Deb Thibault, Manager of Chittenden County Probation & Parole	Community collaboration and Offender Reentry program development and occasionally staff accountability	Bi-weekly-monthly
Judy Rex, Executive Director for VT Center for Crime Victim Services	VOCA grant management and Parallel Justice Commission work	Monthly
Community Justice Network of Vermont	During the legislative session, work closely with the legislative committee and lobbyist, during the rest of the year, serve on leadership committees to set training and protocol standards for restorative justice, victim safety and offender reentry for VT	Weekly, during legislative session: daily
Bob Wolford, Director Of Offender reentry	Program development, grant applications, evidence-based class design	Weekly

Contact	Purpose	Frequency
services for Howard Center		
Erika Smart, Community Coordinator: Rapid Intervention & Community Court	RICC program development and grant management.	weekly
CEDO-department communications	Communicate CJC activities, programs, goals, and results to CEDO staff; be part of the CEDO management team	Monthly and as needed

## X. WORKING CONDITIONS

- a. Lifting.
- b. Working positions
- c. Physical Hazards.
- d. Environmental conditions.
- e. Mental stress:
- f. Unusual working periods.

## XI. ADDITIONAL INFORMATION

Karen Varthi  
Incumbent Signature

5/4/12  
Date

## SUPERVISOR'S SECTION

Carefully review the completed questionnaire, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

This program is a complex organization of staff and volunteers who work closely with victims of crime, offenders and newly released offenders from prison. This position is the Director of the Community Justice Center and should be recognized as such. The program has grown in the past few years and the Director should be on par with the CEDO Assistant Directors because the leadership skills required to manage, direct, supervise, develop and implement between the various stakeholders are equal to those positions.

The position requires skilled contact with program partners such as the VT Dept of Corrections, the Police Dept and States' Attorneys Office in both programmatic and funding opportunities. In addition, the position has become an important player on the state level as plans by the Dept of Corrections play out in the release of offenders back to the community.

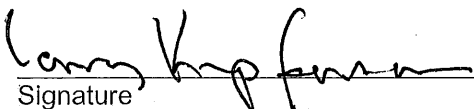
2. What do you consider the most important qualifications of an employee in this job (not necessarily the qualifications of the present employee) and why?

This position requires tact, sensitivity, toughness and the ability to promote, develop and implement a very important function of city government: the program that works with offenders, victim of crime, the public and all of the entities that deal with offenders and victims in the criminal justice system. It is a soup to nuts program and the Director needs to establish a relationship with many varied factors and players.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate. Pay particular attention to the responses of all your subordinates to see that as a group the questionnaires provide an accurate description of your department or work unit.

I agree with Karen's assessment of her responsibilities. One thing she perhaps downplays is the importance of the position in the overall management organization of the department. CJC has become an integral part of the work of the Dept and as such coordination with other aspects of the Department work is vital.

Note the annual budget for the CJC has grown from \$313,100 in FY 10 to \$572,000 in FY 13 and the staff have grown in numbers as well.

  
Signature

Date 5/4/12

---

IMPORTANT: Significant difference of opinion noted by the supervisor should be reviewed with the employee.

## City of Burlington Job Description

**Position Title:** ~~Community Justice Center Coordinator~~ Assistant Director of Community Justice

**Department:** CEDO

**Reports to:** Director of CEDO

**Pay Grade:** ~~4819~~

**Job Code:** ~~623~~

**Exempt/Non-Exempt:** Exempt

**Union:** Non-Union

**General Purpose:** This position is responsible for the development and management of the Community Justice Center (CJC). In addition, the CJC Coordinator is also responsible for promoting the use of restorative principles to respond to crime and conflict throughout the City of Burlington.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Oversee all CJC programs ~~including (but not limited to) Reparative Probation, Alternative Justice, Parallel Justice, Offender Reentry, and Community Support Program~~ including setting priorities and strategies for each program area.
- Receive and utilize input from project/program staff, community stakeholders, funding agencies/organizations and elected officials to set priorities and strategies for the Community Justice Center and each of its sub programs.
- Manage all general operations of the division including assisting in the development and monitoring of the division budget.
- Maintain positive public relations and promote restorative principles. Participate in community initiatives regarding crime, conflict and Criminal Justice System
- Facilitate community efforts to respond to issues relating to crime and conflict. Develop and implement new forums, policies and/or programs to meet expressed community concerns
- Serve on community-based leadership groups in the realm of alternatives to justice, victim safety, offender accountability, offender re-entry, and social services such as Rapid Intervention/Community Court Advisory Committee, and Parallel Justice Commission. Including assisting in the creation and maintenances of grants and sub-grants as needed.
- Assume a leadership role with the Community Justice Network of Vermont, participate and remain knowledgeable in legislative policy issues and needs and serve on the CJNVT legislative committee.

- Facilitate and Pparticipate in local and statewide initiatives to improve response to ~~crime~~ and, -conflict, offender accountability, victim support and alternatives to criminal justice system.
- Oversee and conduct negotiations with multi-party and multi-agency affiliations to secure funding and operational authority
- Facilitate regular collaboration between City of Burlington (through the Burlington Police Department and City Attorney's Office) with the State of Vermont Department of Corrections
- Direct, manage, and supervise the hiring and performance of Community Justice Center employees.
- Provide on site support for one outside contractor from VABIR.
- ~~Manage CJC staff; assign and supervise work, evaluate performance, and administer minor discipline~~
- Oversee the recruitment, supervision and coordination of volunteers serving in the CJC programs
- Federal, State and Private grant solicitation and management. Maintain regular contact with the Vermont Agency of Human Services, the U.S. Department of Justice, Vermont Center for Crime Victim Services, Office of Victims of Crime and other agencies regarding contract compliance and funding opportunities
- Support an active Citizen-based Advisory Committee
- Develop and implement a strategic plan for long-term sustainability of the CJC
- Prepare recommendations for and administer CJC annual budget
- Provide regular program up-dates as necessary
- Serve on department advisory team including weekly meetings with Director and other Assistant Directors to analyze budget, make staffing recommendations and other projects as needed and as assigned by the CEDO Director.
- Performs other duties as required

### **Qualifications/Basic Job Requirements:**

- Bachelor's degree in a relevant discipline and four to six years of experience in community-based conflict resolution, community development, and program development and management
- Supervisory experience required
- Volunteer management, including recruitment and support, highly desirable
- Demonstrated success in fostering collaborative relationships or coalitions required
- Demonstrated public relations, group development and facilitation skills required
- Ability to communicate effectively both orally and in writing required
- Attendance at early morning/late evening meetings and some travel required
- Ability to work with a diverse group of partners and program participants required
- Demonstrated ability to be creative in program design and development required
- Demonstrated success in grant writing and management



**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	<input type="checkbox"/> within and between	<input type="checkbox"/> pounds
<input type="checkbox"/> (red, green, amber)	<input type="checkbox"/> warehouses/offices	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> dismount forklift/truck	<input type="checkbox"/> the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	<input type="checkbox"/> making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

**Supervision:**Directly Supervises: ~~13~~ 8Indirectly Supervises: 50 Volunteers**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_

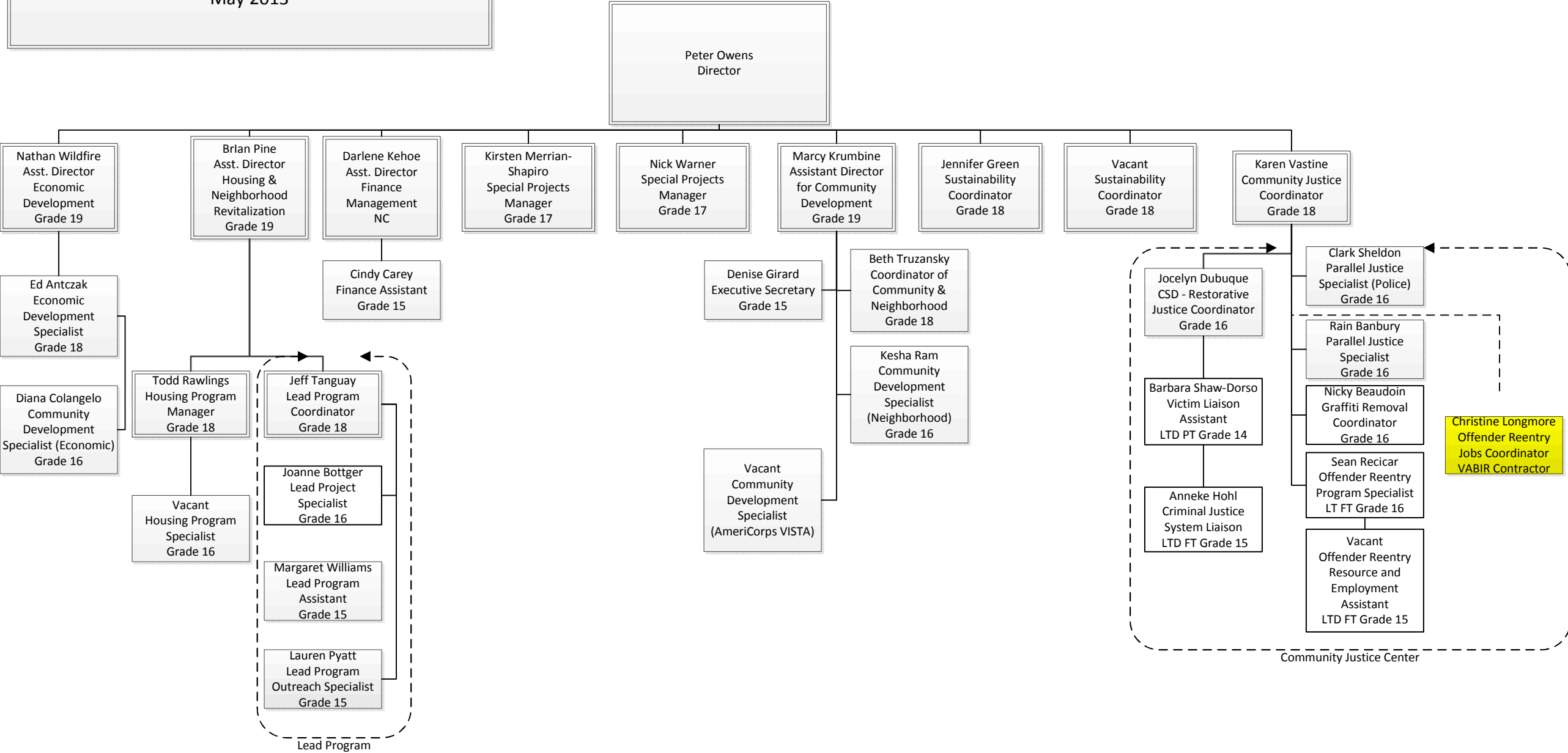
Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

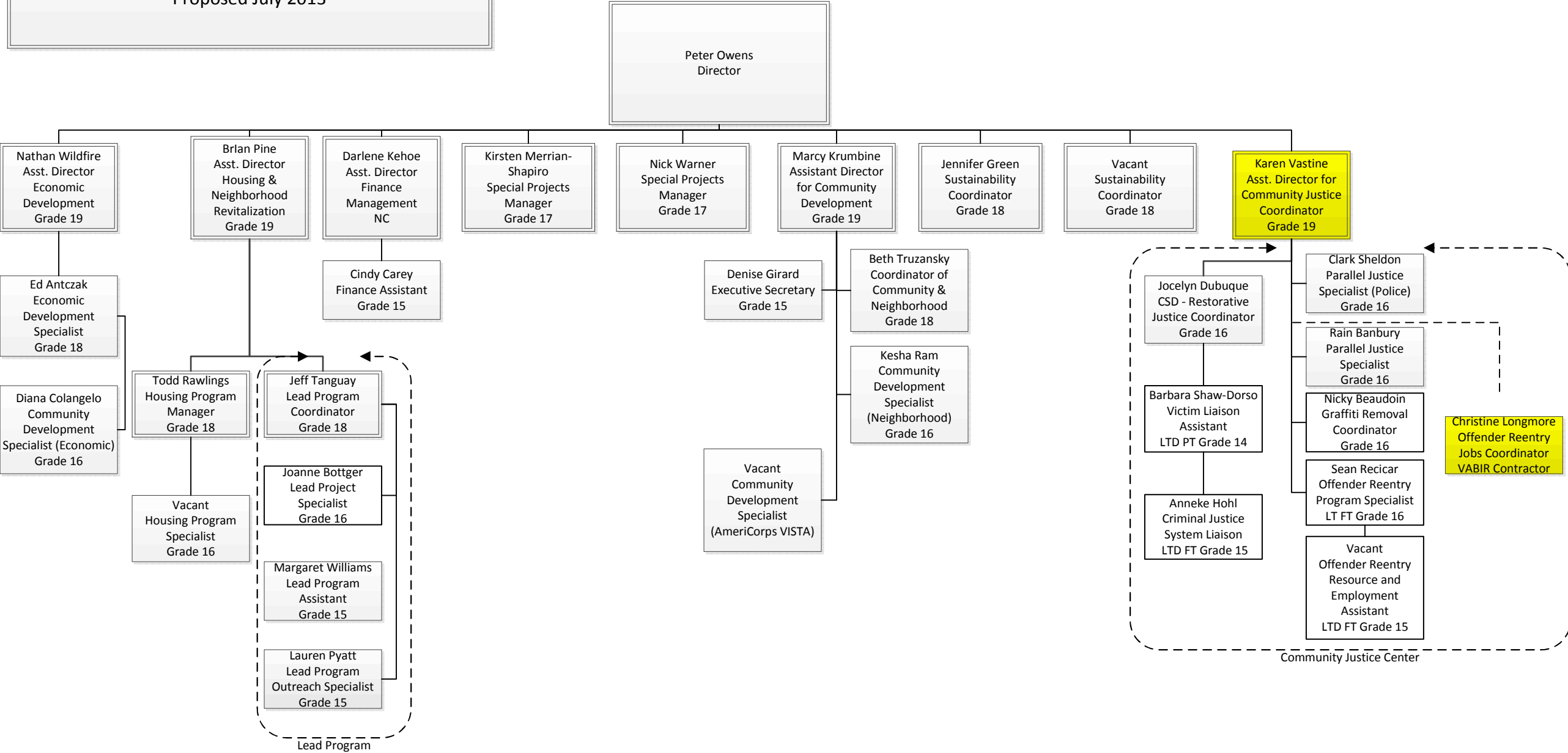
Date: \_\_\_\_\_

DRAFT

City of Burlington  
Community and Economic Development Office  
May 2013



City of Burlington  
Community and Economic Development Office  
Proposed July 2013



Classification Scores  
March 2013

Assistant Director for the Community Justice Center			
Knowledge & Skills	E1Y		212
Mental Demands	E3I		70
Accountability	D1D		92
Working Conditions	L1A		0
			374
Total			
Classification	Full-Time Regular Grade 19		