

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

Completed by County Counselor's Office:

Res/Ord No.: 20258

Sponsor(s): Dan Tarwater III

Date: September 16, 2019

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring funds in the 2019 Anti-Crime Sales Tax Fund to cover salary expenses in COMBAT Administration.</u></p>																																						
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$96,004.81</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$96,004.81</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$96,004.81</td> </tr> <tr> <td colspan="2">Source of funding (name of fund) and account code number:</td> </tr> <tr> <td colspan="2"><b>FROM</b></td> </tr> <tr> <td colspan="2"><b>Anti-Crime Sales Tax Fund</b></td> </tr> <tr> <td>008-4406-55010 Regular Salaries</td> <td style="text-align: right;">\$72,368.52</td> </tr> <tr> <td>008-4406-55040 FICA</td> <td style="text-align: right;">\$5,490.29</td> </tr> <tr> <td>008-4406-55050 Pension</td> <td style="text-align: right;">\$2,610.00</td> </tr> <tr> <td>008-4406-55060 Insurance Benefits</td> <td style="text-align: right;">\$14,136.00</td> </tr> <tr> <td>008-4406-57010 Office Supplies</td> <td style="text-align: right;">\$500.00</td> </tr> <tr> <td>008-4406-58171 Personal Computers</td> <td style="text-align: right;">\$900.00</td> </tr> <tr> <td colspan="2"><b>TO</b></td> </tr> <tr> <td>008-4401-55010 Regular Salaries</td> <td style="text-align: right;">\$72,368.52</td> </tr> <tr> <td>008-4401-55040 FICA</td> <td style="text-align: right;">\$5,536.19</td> </tr> <tr> <td>008-4401-55050 Pension</td> <td style="text-align: right;">\$10,102.65</td> </tr> <tr> <td>008-4401-55060 Insurance Benefits</td> <td style="text-align: right;">\$6,597.45</td> </tr> <tr> <td>008-4401-58171 Personal Computers</td> <td style="text-align: right;">\$1,400.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p>	Amount authorized by this legislation this fiscal year:	\$96,004.81	Amount previously authorized this fiscal year:	0.00	Total amount authorized after this legislative action:	\$96,004.81	Amount budgeted for this item * (including transfers):	\$96,004.81	Source of funding (name of fund) and account code number:		<b>FROM</b>		<b>Anti-Crime Sales Tax Fund</b>		008-4406-55010 Regular Salaries	\$72,368.52	008-4406-55040 FICA	\$5,490.29	008-4406-55050 Pension	\$2,610.00	008-4406-55060 Insurance Benefits	\$14,136.00	008-4406-57010 Office Supplies	\$500.00	008-4406-58171 Personal Computers	\$900.00	<b>TO</b>		008-4401-55010 Regular Salaries	\$72,368.52	008-4401-55040 FICA	\$5,536.19	008-4401-55050 Pension	\$10,102.65	008-4401-55060 Insurance Benefits	\$6,597.45	008-4401-58171 Personal Computers	\$1,400.00
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	<p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____          Prior Year Actual Amount Spent (if applicable): _____</p>																																						
<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date): _____          Prior resolutions and (date): _____</p>																																						
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Gina Robinson, Chief of Operations, 816-881-3369</p>																																						
<b>REQUEST SUMMARY</b>	<p>Resolution requesting to transfer funds in the 2019 Anti-Crime Sales Tax Fund to cover salary expenses related to supporting division restructuring and creation of new positions in the COMBAT Administration. The transfer of these funds will support the creation of one (1) Crime Analyst position and one (1) support position to assist with financial/grant reporting and development of internal control procedures and processes. Restructuring includes consolidation of DEPTID 4406 with 4401.</p>																																						
<b>CLEARANCE</b>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>																																						

COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals	
ATTACHMENTS		
REVIEW	Department Director: <i>[Signature]</i>	Date: 9/9/2019
	Finance (Budget Approval) <i>If applicable</i> <i>[Signature]</i>	Date: 9/10/19
	Division Manager: <i>Juan Peters Baker</i>	Date: 9/9/19
	County Counselor's Office: <i>Bryan Covinsky</i>	Date: 9/10/19

**Fiscal Information (to be verified by Budget Office in Finance Department)**

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.





**JACKSON COUNTY**  
**Human Resources Department**

415 East 12th Street, First Floor  
Kansas City, Missouri 64106  
www.jacksongov.org

(816) 881-3135  
Fax: (816) 881-3474

TO: Dennis Dumovich, Director of Human Resources  
FROM: Michelle Chrisman, Deputy Director *M*  
DATE: August 29, 2019  
RE: Job Evaluation Study, Recommendation and Approvals

JOBS STUDIED
Title: Prescription Drug Monitoring Program
Job Code: 4406-00071-001
Pay Level: G12
Number of Positions: 1
Number Remaining: 0
FLSA Code/Category: EX/ADMIN

RECOMMENDATION
Title: Budget Coordinator
Job Code: 4401-04213-001
Pay Level: G10
Number of Positions: 1
Total Number of Positions: 1
FLSA Code/Category: NE

ASSOCIATES AFFECTED			
NAME	ASSOCIATE NUMBER	OLD RATE	NEW RATE
Vacant			\$20.83

EVALUATION APPROVAL SIGNATURES

*Michelle Chrisman* 8/30/19  
Director of Human Resources Date

*N/A*  
County Executive Date

*[Signature]* 8/30/19  
Appointing Authority Date

Division Manager Date

Approved by Deputy Dir. Budget/Payroll: \_\_\_\_\_ Effective Date: \_\_\_\_\_

NOTE: Appointing Authority – Please forward to Dep. Dir. Budget/Payroll. Dep. Dir. Budget/Payroll – Please forward to Division Manager. Division Manager – Please forward to County Executive. County Executive – Please forward to Human Resources. The Human Resources Department will notify the Division/Department. Please notify the Human Resources Department in the event of non-approval.

JACKSON COUNTY JOB DESCRIPTION

TITLE: Budget Coordinator                      PAY LEVEL: G10    CODE: 4401-04213-001  
WORKING TITLE: Budget Coordinator                      FLSA: NE    DATE: 08/29/2019  
DIVISION: Prosecutor's Office    DEPARTMENT: COMBAT  
BARGAINING UNIT POSITION: No    CIRCUMSTANCE: Reclassification  
LOCATION: Kansas City Courthouse    ADMINISTRATOR: Katherine Swing  
SUPERVISES: N/A

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PERCENTAGE OF TIME      ACCOUNTABILITIES

- |     |   |
|-----|---|
| 30% | 1. Monitor Department budget, finances and Purchasing/Procurement activity.   |
| 15% | 2. Prepare and follow requests for legislative actions.   |
| 15% | 3. Review and process all purchase requisitions and direct pay payment approval after verifying fund availability and policy compliance.      |
| 5%  | 4. Review and process all department travel, which includes advances, expense reports, and special circumstances.                             |
| 25% | 5. Audit control of department and agency funds; track outstanding reports and process Combat agency payments.                                |
| 10% | 6. Assist in preparation of all phases of the County budget, which includes the requested budget, recommended budget and the approved budget. |

SCOPE:

The associate in this class is responsible for all budgeting and financial matters of Combat, including tracking all funding and expenditures; budget preparation, tracking procurement and purchasing activity. Responsible for generating monthly and weekly financial reports. This associate will work closely with the Program Manager to distribute funds to contracted funded agencies. The associate in this position will report to the Director and/or Deputy Director.

KNOWLEDGE AND SKILLS: (\*Required prior to employment)

1. Knowledge of department policies and procedures.
2. Knowledge of County budgeting procedures and policies.
3. Knowledge of procedures regarding budget control.
4. Knowledge of County travel policy, expense limits, etc.
5. Knowledge of personnel and payroll procedures, policies, codes and forms related to hiring, pay increases and personnel transactions.
6. Knowledge of purchasing procedures, policies, codes and forms.
- \*7. Knowledge of accounting techniques and methods.
8. Knowledge of pertinent county ordinances, resolutions, County Executive Orders and Personnel Rules.

## KNOWLEDGE AND SKILLS: (Continued)

- \*9. Knowledge of recordkeeping related to budgets, purchase requisitions, payroll information and travel.
- 10. Knowledge of County policies regarding issuance of manual checks.
- \*11. Skill in organizing and modifying office work.
- \*12. Skill in written communication to prepare budget analysis and correspondence to department staff.
- 13. Skill in budget preparation and analysis.
- \*14. Skill in professional telephone etiquette.
- \*15. Skill in effective verbal and written communication.
- \*16. Skill in addition, subtraction, multiplication, division, calculation of percentages and use of electronic calculator.
- \*17. Skill in processing reports, correspondence, charts and tables using personal computer, word processing office equipment, spreadsheet development, and use of database software applications.
- \*18. Skill in the operation of general office machines including PC, financial and payroll systems.
- \*19. Skill in the prioritization of multiple work assignments.
- \*20. Skill in expressing ideas clearly, both orally and in writing.

## HUMAN RELATIONS:

1. Notify Director and/or Deputy Director of discrepancies on financial documents, travel advances or reports and receipts that have been submitted for review and approval.
2. Inquire with Director or Deputy Director when problems develop in specific budgets; make recommendations on transfers from other account lines based on spending patterns. Notify Director or Deputy Director when there is an issue with compliance; provide direction to help the department follow County policy.
3. Ensure that the Program Manager is notified of invoices received from Combat agencies to ensure approval of reports before reimbursement.

## ILLUSTRATIVE TASKS: (This is not an inclusive list; other related tasks/duties may be assigned)

1. Process all associate travel advance requests in a timely manner; verify budget allocation for availability of funds for travel and education; prepare a log for all travel advances; actively monitor travel advances to ensure that expense reports are sent in a timely manner; notify Director or Deputy Director when outstanding payments, including travel expenses become overdue.
2. Audit expenditures to determine that money was spent in accordance department and county policies, and Combat Administration approval; notify administration of any discrepancies; provide assistance in resolving discrepancies by making recommendations on what needs to be done to correct the problem.
3. Verify organizational budget allocation and proper account codes for purchasing requests; review approved budgets and confirm item are budgeted and that proper funding provided; check account code or other information; notify appropriate department personnel when there is a shortage of funds.
4. Prepare budget adjustments using the Financial Management System after verifying funds are available for transfer; maintain a spreadsheet listing all transfers and notify departments after the transfer is complete.
5. Research discrepancies in accounts for purchases and resolve the issue by working with department/division heads to transfer money into proper account.
6. Review budget adjustments and prepare an ongoing report each month that lists annual adjustments that need to be made during the next budget process.
7. Verify organizational budget allocations are correct on initial personnel requisitions; contact appropriate department staff when information is incorrect.

ILLUSTRATIVE TASKS: (Continued)

8. Verify pay resulting from general or scheduled increases, including merit increases and increases resulting from personnel transactions; assist the Budget Officer in preparing merit increase calculations during the budget process.
9. Assist in the annual preparation of budget instructions, work papers, etc., provide input if additional changes are needed.
10. Assist the Director in preparing each budget package; review the budget package for calculation errors, incorrect codes and ensure that each package is properly completed; enter the budget into the County's budget system; process corrections, additions and/or deletions in the Budget system; prepare all description sheets and charts for budget and assemble adopted budget for distribution.
11. Review department budget to address overages and potential overages in expenditures; assist in resolving the issue; provide accurate information regarding the balance of accounts and advise the director and deputy director on how to avoid future overages.
12. Prepare payments for contracted agencies and Combat Sponsorships as deemed necessary by the Director.
13. Research data pertaining to items that would impact Combat associates, such as the IRS adjustments to the daily per diem rate and mileage reimbursement rate; notify appropriate department personnel of any changes; address questions regarding the changes.
14. Conduct research and gather data from various sources on projects as requested.
15. Receive incoming mail and phone calls for Budgeting and initiate actions on routine matters.

ENVIRONMENTAL DEMANDS:

Work is performed in a modern office setting.

MINIMUM QUALIFICATIONS:

Must have Bachelor's degree in Finance, Accounting, Budgeting or related field, five (5) years progressively responsible experience in finance, accounting or budgeting or any combination providing the required knowledge/skills. Must submit to/pass pre-employment background and drug screen. Also refer to the asterisks [\*] in the KNOWLEDGE AND SKILLS section of this job description)

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**JACKSON COUNTY JOB DESCRIPTION -- ADA/PHYSICAL DEMANDS FORM**

JOB TITLE: Budget Coordinator

CODE: 4401-02110-001

DIVISION/DEPARTMENT: COMBAT/Prosecutor's Office

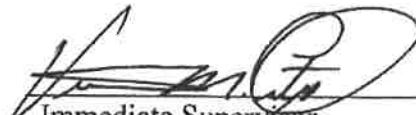
DATE: 08/29/2019

PHYSICAL DEMANDS - Check demands that apply and describe what is required to perform the essential job functions. (This is not an inclusive list; other tasks/duties may be assigned)

- X VISION - Must be adequate for reading of documents, working with figures, using computer.
- X HEARING - Must be adequate for normal conversation with associates and general public.
- X SPEECH - Must be able to speak and understand English clearly to provide detailed information by telephone and in person.
- X STANDING - 10 % of the time - Required when performing filing tasks and when operating various office machines.
- X WALKING - 15 % of the time - Required when delivering or retrieving information, files, etc., from within the office or from other departments.
- X SITTING - 75 % of the time - Required when completing administrative, personal computer, and telephone work assignments.
- X LIFTING/CARRYING - 20 lbs. - Required when lifting files, office supplies, and reports.
- X PUSHING/PULLING - 10 lbs. - Required when moving file boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors.
- X CLIMBING/BALANCING - Required when negotiating stairs, or retrieving files or supplies from overhead or from the floor.
- X STOOPING/KNEELING/CROUCHING/CRAWLING - Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc., from the floor.
- X REACHING/HANDLING - Required on most tasks.

Reviews for accuracy:

\_\_\_\_\_  
Incumbent  
Date \_\_\_\_\_

  
\_\_\_\_\_  
Immediate Supervisor  
Date 8/30/2019

\_\_\_\_\_  
Appointing Authority  
Date \_\_\_\_\_





**JACKSON COUNTY**  
**Human Resources Department**

415 East 12th Street, First Floor  
Kansas City, Missouri 64106  
www.jacksongov.org

(816) 881-3135  
Fax: (816) 881-3474

TO: Michelle Chrisman, Interim Director of Human Resources

FROM: Katherine Swing, Human Resources Administrator

DATE: September 9, 2019

RE: Job Evaluation Study, Recommendation and Approvals

JOBS STUDIED
Title: New Position
Job Code:
Pay Level:
Number of Positions:
Number Remaining:
FLSA Code/Category:

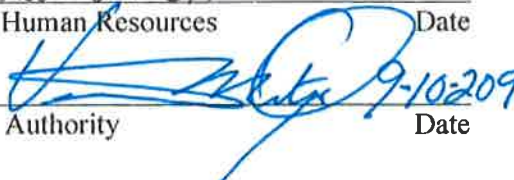
RECOMMENDATION
Title: Crime Analyst
Job Code: 4401-06052-001
Pay Level: G09
Number of Positions: 1
Total Number of Positions: 1
FLSA Code/Category: NE

ASSOCIATES AFFECTED			
NAME	ASSOCIATE NUMBER	OLD RATE	NEW RATE
Vacant			\$19.17

**EVALUATION APPROVAL SIGNATURES**

  
\_\_\_\_\_  
Director of Human Resources Date

*N/A*  
\_\_\_\_\_  
County Executive Date

  
\_\_\_\_\_  
Appointing Authority Date 9-10-2019

\_\_\_\_\_  
Division Manager Date

Approved by Deputy Dir. Budget/Payroll: \_\_\_\_\_ Effective Date: \_\_\_\_\_

NOTE: Budget Officer/Payroll – Please forward to Appointing Authority – Please forward to Division Manager – Please forward to County Executive (where applicable). After all required signatures and in place, please forward to Human Resources. The Human Resources Department will notify the Division/Department. Please notify the Human Resources Department in the event of non-approval.

## JACKSON COUNTY JOB DESCRIPTION

TITLE: Crime Analyst PAY LEVEL: G09 CODE: 4401-06052-001  
WORKING TITLE: Crime Analyst FLSA: NE DATE: 09/09/2019  
DIVISION: Prosecuting Attorney DEPARTMENT: COMBAT  
BARGAINING UNIT POSITION: No CIRCUMSTANCE: New Position  
LOCATION: Jackson County ADMINISTRATOR: Katherine Swing  
SUPERVISES: N/A

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### PERCENTAGE OF TIME

### ACCOUNTABILITIES

- |     |  |
|-----|--|
| 50% | 1. Collect, analyze and interpret criminal intelligence data from diverse databases.   |
| 30% | 2. Integrate geographic science with spatial design to present criminal intelligence information reports in a manner that best fits COMBAT needs by generating reports, maps, charts, graphs, diagrams, etc., for strategic deployment of COMBAT resources |
| 10% | 3. Conduct presentations of crime data to law enforcement, COMBAT funded agencies and the community or to discuss crime and drug intervention and prevention strategies.   |
| 10% | 4. Create, maintain and provide information for public dissemination via the website and social media outlets with the cooperation and collaboration of COMBAT's Communication Marketing Administrator.  |

### SCOPE:

The Crime analysts will support COMBAT Administration, the Prosecutor's Office, criminal justice agencies and community crime prevention activities by applying statistical modeling and quantitative analysis to crime data to derive insights on crime patterns and frequency. In this role, the crime analysts will consider a number of data sources ranging from police reports to mapping and GIS data to recognize trends and patterns and develop strategies to reduce criminal activities and prevent crime from taking place. This position requires an excellent grasp of statistical methodologies, the ability to develop working hypotheses based on complex data, and close collaboration with law enforcement personnel, community and COMBAT funding agencies to enact crime prevention and proactive intervention and prevention strategies. The associate in this position reports to Deputy Director of COMBAT.

### KNOWLEDGE AND SKILLS: (\*Required prior to employment)

1. Knowledge of department policies and procedures.
- \*2. Knowledge and skill with computers and data processing/GIS applications.
- \*3. Knowledge and skill in exemplary interpersonal communication skills, tact and people skills.
- \*4. Knowledge of analytical skills and ability to write and articulate the results of those skills.
- \*5. Knowledge and skill to be specific and detailed when communicating clear and comprehensive reports, both verbally and in written form.

## KNOWLEDGE AND SKILLS (Continued)

6. Knowledge and skill to produce “time sensitive” work under stress and “multi-task in resource poor environment.
7. Knowledge and proven ability in the area of research techniques and written communication.
8. Knowledge and skill in applying logic and sound judgment in assessing and predicting characteristics of criminal groups or criminal operations using data obtained from a variety of sources Skill in internet research methods including but not limited to: search engines, news groups, and list-servers.
9. Knowledge and ability to learn and apply methods and techniques appropriate for analyzing, evaluating, and presenting criminal information and preparing reports of assessments and conclusions.
- \*10. Knowledge and ability in preparing graphs, charts, tables, maps, and other illustrative devices for the visual presentation of data and information.
11. Skill in organizing facts, reports, and work assignments.
12. Skill to be objective, pragmatic during the analysis, interpretation and vetting of information.

## HUMAN RELATIONS:

1. Disseminates criminal intelligence information verbally and in writing only where there is a need to know and a right to know the information.
2. Communicates and works with various departments, COMBAT funded organizations and law enforcement agencies.
3. Maintains a professional, positive image for COMBAT Administration by displaying courteous behavior both verbally and in writing providing a wide array of assistance to COMBAT funded agencies, law enforcement personnel, local agencies, and public.

## ILLUSTRATIVE TASKS: (This is not an inclusive list; other duties/tasks may be assigned.)

1. Gather crime data for a specific geographical area or jurisdiction.
2. Correlates information from police reports with map data and community reports to gain a complete sense of crimes committed in an area.
3. Conduct interviews with individuals reporting crimes or law enforcement agencies investigating those incidents to gain more information.
4. After gathering relevant data, use a number of quantitative and qualitative methods to assess the data and derive insights; use statistical and probability modeling to determine the likelihood of crimes, develop maps showing areas of concentrated criminal activity.
5. Develop criminal profiles based on careful analysis of crime patterns and occurrences.
6. Develop a variety of reports to support resources, programs, intervention and prevention activities in the areas of interest including graphs and tables displaying compiled crime information from a specific time period.
7. Develop statistical and probability information about potential criminal activity.
8. Write reports on patterns they identify during the analysis process and reports in which they draw conclusions about current and future criminal activity in a given area.
9. Work closely with COMBAT Administration; help develop strategies for crime prevention and reduction to include community outreach efforts to encourage accurate reporting of crimes.
10. Consider the impact of strategies and identify opportunities to affect the areas of interest without negatively impacting the surrounding community.

ENVIRONMENTAL DEMANDS:

Work is performed in a modern office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree required from an accredited college or university in Criminal Justice, Criminology, Police Administration, Public Administration, Statistics or GIS with a minimum of 15 credits in computer science, information technology, cartography, geography, GIS and three (3) years of crime analysis, statistical and analytical studies and problem solving and experience using ESRI preferably in a law enforcement agency; OR an equivalent combination of experience and training. Must submit to/pass pre-employment background and drug screen. (Also refer to asterisks {\*} in the KNOWLEDGE AND SKILLS section of this job description.)

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JACKSON COUNTY JOB DESCRIPTION -- ADA/PHYSICAL DEMANDS FORM

JOB TITLE: Crime Analyst

CODE: 4401-06052-001

DIVISION/DEPARTMENT: Prosecuting Attorney/Combat

DATE: 09/05/2019

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PHYSICAL DEMANDS - Check demands that apply and describe what is required to perform the essential job functions. (This is not an inclusive list; other tasks/duties may be assigned)

- VISION - Must be adequate to use personal computer and typewriter, filing completion of reports, forms, and correspondence.
- HEARING - Must be adequate for normal conversation with associates or applicants and the general public.
- SPEECH - Must be able to speak and understand English clearly to provide detailed information by telephone and in person.
- STANDING - 25 % of the time – Required when performing filing tasks and when operating various office machines.
- WALKING - 20 % of the time – Required when delivering or retrieving information, files, etc., from within the office or from other departments.
- SITTING - 55 % of the time – Required when completing administrative, personal computer, and telephone work assignments.
- LIFTING/CARRYING - 20 lbs. - Required when lifting files, office supplies, and reports.
- PUSHING/PULLING - 50 lbs. – Required when moving file boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors.
- CLIMBING/BALANCING – Required when negotiating stairs or retrieving files or supplies from overhead or from the floor.
- STOOPING/KNEELING/CROUCHING/CRAWLING – Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc., from the floor.
- REACHING/HANDLING - Required on most tasks.

---

Reviews for accuracy:

Incumbent  
Date \_\_\_\_\_

  
\_\_\_\_\_  
Immediate Supervisor  
Date 9-10-2019

  
\_\_\_\_\_  
Appointing Authority  
Date 9-10-2019

# Jackson County, Missouri COMBAT

2019

