CITY OF BALTIMORE POSITION DESCRIPTION FORM

General Instructions:
The City of Baltimore Position Description form (PD form) shall be used to record position requirements. The Administrative Manual and the Personnel Manual govern its use. This form may be used when seeking to establish a new position, generate a reclassification, request a salary evaluation, or to request a classification study. A completed form will provide new employees with a description of their duties and it will also inform the performance management planning process. The PD Form is the foundation for establishing position accountabilities, deliverables, performance goals, and professional development activities.

Position/Classification Actions:

1. The employee and their immediate supervisor must complete this form for all actions involving the creation or the reclassification of a position, or as directed by the Department of Human Resources and/or the Bureau of Budget and Management Research;
2. Print in ink or type all entries;
3. Enter all information as requested for the position as it now exists; and
4. The employee, supervisor, agency head, and agency human resources practitioner must sign the certification statements at the end of the document.

Definitions

Class title- The title associated with the general class of a position. *(Example: Operations Officer)*
Functional title- The title associated with the specific function of a position *(Example: Administrative Officer)*

Performance Evaluation

Use Part 2 of this form to capture the key job duties and percent of time spent working across those duties as a way to ensure shared understanding between employees and their supervisors. Document changes to job duties as they occur and review this section of the Position Description periodically throughout the performance review period to ensure successful tracking against established work output targets and performance goals.

PART 1: POSITION INFORMATION

1. Position Number 52870	2a. Classification Title: Social Services coordination Supervisor	2b. Functional Title: YSAP Supervisor	2c. Job Code: 81175
3. Department: Baltimore City Health Department		4. Bureau: Office of Youth and Trauma Services	5. Division: Youth Wellness and Community Health
6a. Supervisor's Functional Title: Director	6b: Supervisor's Classification Title: Health Program Director		6b. Job Code: 10174

7. Type of Action:

- ☒ INITIAL POSITION DESCRIPTION
- ☐ CREATION/CLASSIFICATION OF NEW POSITION
- ☐ RECLASSIFICATION OF EXISTING POSITION
- ☐ SALARY EVALUATION FOR EXISTING CLASSIFICATION
- ☐ CLASSIFICATION STUDY
- ☐ PERFORMANCE PLAN/EVALUATION
- ☒ OTHER: Job Posting/Hire

8. Reason for Action: What significant changes have occurred to this position that justify this action? When and why did such changes occur?

Program continuation of funding and expansion of programmatic activities, requiring a full-time Program Coordinator.

EMPLOYEE	Name: Tierra Morales	DEPARTMENT OF HUMAN RESOURCES USE ONLY
	Work site: 1001 E Fayette St	
	Work email address and/or phone number: TBD@baltimorecity.gov	
EMPLOYEE'S SUPERVISOR	Name: Aisha Burgess	
	Work email address and/or phone number: Aisha.burgess@baltimorecity.gov	
AGENCY HUMAN RESOURCES PRACTITIONER	Name: Phyllis Lee	
	Work email address and/or phone number: Phyllis.Lee@baltimorecity.gov	
AGENCY HEAD	Name: Dr. Dzirasa, Letitia	
	Work email address and/or phone number: Letitia.dzirasa@baltimorecity.gov	
BBMR ANALYST Signature Required	Approved: ☐ Disapproved: ☐	

	Name:	Signature:	

PART 2: ESSENTIAL JOB FUNCTIONS

- Essential job functions are duties which must be performed with or without reasonable accommodation and are the reasons why the position was created and exists;
- Essential job functions should accurately capture the (1) Complexity; (2) Scope; and (3) Level of a job; and
- Draft each function beginning with an action verb, i.e. "receives," "produces," and "maintains." Action verbs are italicized in the examples below.

Note: The position description identifies the essential job functions of the position. It does not nor is it intended to represent an exhaustive list or description of all areas of responsibility for the position. Other essential job functions and/or areas of responsibility may be assigned to the position as deemed appropriate and/or necessary.

Examples:

% of Time Total = 100%	ESSENTIAL JOB FUNCTIONS
50	1. *Receives* dictation of letters and reports and transcribes material into desired typed format; proofreads typed copy; corrects spelling, grammar and punctuation.
30	2. *Produces* typed copy from written communication and types similar materials as above from rough written copy; proofreads typed copy; corrects spelling, grammar, and punctuation.
20	3. *Maintains* filing system by taking file folders, categorizing materials according to established system, and searching files for materials needed.

% Of Time Total = 100%	ESSENTIAL JOB FUNCTIONS
20%	Plans and coordinates the activities of the YSAP program, developing long-range goals, organizing activities, requesting funds for client services and other operating expenses, ensuring compliance with program standards
20%	Oversees provision of program services, evaluates staff performance to determine program effectiveness, and recommends enhancements or revisions in programmatic policies and procedures
20%	Administers program operations budget, develops budget recommendation and monitors budget expenditures, procurement actions, service agreements and/or contract to ensure compliance and performance levels
15%	Hire, supervises and train program staff
15%	Prepares and writes quarterly reports and other memoranda for approval by Program Director
10%	Performs related work as required

PART 3: COMPETENCIES

Competencies are behavioral measures that focus on the method through which the functions of the position will be accomplished and support accountabilities and deliverables. Competencies may include knowledge, skills, and or behaviors that impact effectiveness and performance. Check off all applicable competency and sub competency descriptions. (Example: competency: Job knowledge; Sub-competency: Keeps abreast of current developments.)

CORE COMPETENCIES

X Job Knowledge
_X__Competently demonstrates the required knowledge, skills and abilities for successful work accomplishment
_X__Exhibits ability to learn and apply new skills
_X__Keeps abreast of current developments
_X__Understands how own job relates to other positions, Divisions, and Agencies
_X__Adapts to new technology, and uses technology to increase productivity

X Communications
_X__verbal and written information, facts and ideas clearly and succinctly, and in an organized manner
_X__Delivers clear and compelling verbal and written presentations
_X__Frames information, facts and ideas appropriately and effectively
_X__Engages and actively listens to others

X Organizational Skills
_X__Identifies and manages competing and shifting priorities effectively
_X__Identifies and coordinates resources
_X__Integrates resources
_X__Organizes and manages information

X Interpersonal Skills
_X__Adapts style and approach to situations
_X__Adapts style and approach to diverse audiences
_X__Demonstrates sound judgment
_X__Possesses a high level of ethics.
_X__Strong integrity

X Problem Solving
_X__Uncovers needs/concerns
_X__Identifies and analyzes problems
_X__Uses sound reasoning to arrive at desired/required results
_X__Provides viable solutions to complex problems
_X__Engages and involves appropriate resources to pursue resolution
_X__Distinguishes between relevant and irrelevant information to arrive at logical judgments and determinations
_X__Manages and resolves conflict effectively

X Decisiveness
_X__Makes sound and well-informed decisions
_X__Perceives and anticipates the impact and implications of decisions
_X__Commits to action, even in uncertain situations, in order to accomplish Agency and organizational goals

X Project Management
___Establishes goals and objectives
___Establishes priorities and schedules
_X__Determines project assignments and resource dependencies
_X__Monitors and controls projects
_X__Ensures project completion
___Conducts project evaluation.

X Flexibility and Adaptability
_X__Demonstrates openness and receptiveness to change
_X__Adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles
_X__Effectively manages pressure and ambiguity

X Self-Direction
_X__Displays confidence and demonstrates belief in own abilities and ideas
_X__Self-motivated and results oriented
_X__Self-correcting
_X__Recognizes own strengths and weaknesses
_X__Solicits feedback from others
_X__Creates and/or pursues opportunities for self-learning and development

X Professional Development
___Seeks and pursues opportunities to enhance professional competency, expand body of knowledge, and progress career

X Customer Service
_X__ Values and understands importance of high quality service delivery experiences
_X__Anticipates, understands and responsive to client needs
_X__Delivers on commitments in a timely manner

SUPERVISORY, MANAGERIAL & EXECUTIVE COMPETENCIES

X Human Resources Management
___Empowers employees, and develops lower levels of leadership by providing opportunities, sharing information and delegating authority
_X_Shares rewards for achievements with employees
___Ensures that employees are appropriately identified, selected, used, evaluated treated fairly

X Performance Management & Staff Development
___Sets and thoroughly communicates expectations and requirements
_X__Ensures that performance goals are aligned with Agency and organizational
___Instructs, navigates, coaches, counsels, and mentors staff, regularly
___Provides recognition and feedback for good performance
___Identifies causes of unsatisfactory performance, and assists employees to cour correct when expected results are not produced

X Managing Diverse Workforce
_X__Sensitive to and encourages cultural diversity in the workplace
_X__Welcomes and encourages acceptance of individual differences
_X__Encourages and enables inclusion
___Ensures that individuals receive recognition and are provided with opportuniti based on meritorious performance

X Employee Relations
_X__Demonstrates transparent practices and communications
___Coaches and counsels, effectively
___Provides training and learning opportunities
___Evaluates and assesses talent and situations
_X__Addresses issues and concerns promptly and thoroughly
___Identifies areas that contribute to turnover and implements strategies to arrest i
_X__Manages situations with required confidentiality, discretion and sensitivity
_X__Approachable.

X Conflict Management
_X__Identifies, manages and resolves conflicts and disagreements timely, effectiv and appropriately
_X__Takes required corrective action to ensure that conflicts and disagreements d reoccur
_X__Ensures that disruptive conduct in the workplace is minimized

X Fiscal Management
___Demonstrates integrity; accountability and efficient stewardship of City resour
___Works within approved budget
___Develops and implements cost-saving measures
___Manages assigned resources responsibly
___Seeks ways to reduce waste

X Influencing & Negotiating
_X__Persuades and co-opts
_X__Builds relationships and networks
_X__Partners with appropriate internal and external resources to accomplish goals share information
_X__Negotiates to arrive at mutually acceptable solutions
_X__Builds consensus through inclusion, collaboration and cooperation

X Strategic & Operational Planning
__Establishes and articulates goals, objectives and strategic direction
___Establishes measurable outcomes
___Allocates appropriate resources
___Anticipates potential threats and barriers, and develops viable contingencies

X Team Building/Teamwork
_X__Manages group processes efficiently and effectively
_X__Encourages collaboration, cooperation and partnering
_X__Encourages and promotes group identify and esprit de corps

X Leadership
_X__Sets and steers direction
_X__Sets and communicates expectations and standards
_X__Influences groups and/or people
_X__Motivates others to action
_X__Situational and adaptive style
_X__Builds trust
_X__Strong negotiating skills

X Thought Leadership
_X__Identifies and advocates new ideas
_X_Identifies and advocates new opportunities
_X__Establishes credibility
___Persuades and compels

❒Vision
___Establishes vivid, guiding image and perspective of the City's/Agency's future comports with organizational goals
___Drives the vision
___Motivates and inspires others to embrace the vision

	___Detects and pursues opportunities to move the Agency and organization forwa ❒**External Awareness** ___Identifies and remains current on policies/procedures, initiatives/priorities, economic, political and social trends that impact the Agency and the organization ___Monitors and evaluates progress, and course corrects as appropriate

PART 4: REPORTS TO AND HAS REPORTING

REPORTS TO:

CLASS TITLE OF SUPERVISOR	FUNCTIONAL TITLE OF SUPERVISOR
Health Program Director	Director

HAS REPORTING (DECISION MAKING AUTHORITY):

a) Total number of employees reporting directly to you: 10
b) Do you supervise employees in any of the following ways? Check all that apply.

☒ 1. Approve Leave
☒ 2. Assign and Review Work
☒ 3. Complete Performance Evaluations
☒ 4. Recommend Disciplinary Action
☒ 5. Recommend Termination
☒ 6. Recommend Hiring
☒ 7. Recommend Promoting
☒ 8. Train New Employees
☐ 9. Other:
☐ 10. Other:

c) List the number and class of employees supervised directly by this position.

NUMBER OF EMPLOYEES		ENTER (1-10) FROM THE ABOVE LIST OF SUPERVISORY DUTIES THAT APPLY
2	Victim Advocates/Community Coordinators	1-8
1	Victim Advocate/Grant Service Specialist	1-8

PART 5: SUPERVISOR REVIEW

ORGANIZATIONAL CHART:
Attach an organizational chart that indicates the organizational line of supervision above and below this position. Please indicate, "proposed" when listing a
position that does not currently exist. If proposing changes, please include the current organizational chart and the proposed one.

KNOWELDGE, SKILLS, AND ABILITIES

Please list the knowledge, skills, and abilities needed **BEFORE** beginning this position to effectively complete the essential job functions.

Knowledge of public health theory, practices and issues.
Knowledge of research and investigative procedures and techniques related to public health issues.
Knowledge of administrative practices and procedures.
Skill in grant writing and grant administration.
Skill in formulating public health policies.
Ability to write and compile detailed statistical and narrative reports.
Ability to synthesize and analyze data from a variety of sources and develop pertinent conclusions from them.
Ability to communicate effectively, both orally and in writing.
Ability to plan, implement and administer a high-level, high profile special health initiative project.
Ability to establish and maintain effective working relationships with high Federal, State and City officials and Agency managers.
Ability to resolve complex problems with tact, dispatch and diplomacy.
Administrative ability.
Supervisory ability.

EDUCATION AND EXPERIENCE:

a. What kind of, and how much, education and/or experience must an employee have **BEFORE** hiring in order to assure satisfactory job performance?

A Master's degree in public health administration or a closely related field from an accredited college or university and five years of experi developing and coordinating administrative or professional health policies, programs or special projects. **Equivalencies-** An equivalent combination of education and experience.

b. What licenses, certifications, and/or registrations must an employee have **BEFORE** hiring?

A valid Maryland Class C Noncommercial driver's license or an equivalent driver's license and eligible to obtain a Baltimore City driver's permit may be required.

c. What type of training must be provided to an employee **AFTER** hiring?

Use of City procurement systems, Workday, Red Cap, and other data systems as may be identified

PART 6: SCHEDULE, WORKING CONDITIONS, AND EQUIPMENT USED

WORK SCHEDULE:

Indicate your standard workweek and hours below. Explain any unusual scheduling such as rotating shift, callback, or stand-by.

Day	From	To	Shift Work	Frequency
Mon	8:30 am	4:30 pm		
Tue	8:30 am	4:30 pm		
Wed	8:30 am	4:30 pm		
Thurs	8:30 am	4:30 pm		
Fri	8:30 am	4:30 pm		

WORKING CONDITIONS:

Time worked indoors 90 % Time worked outdoors 10 % (Total = 100%)

Does this position involve working in uncomfortable or unpleasant physical surroundings (Example: Extreme temperatures)? Please explain.

N/A

Does this position require working in hazardous conditions (Example: Carrying hazardous materials)? Please explain.

N/A

How much time does this position spend performing the following physical activities:

Activity	Amount of time			
	None	Under 1/3*	Up to 2/3**	Over 2/3***
Standing		X		
Walking		X		
Sitting				X
Using hands to handle or feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, or crawling	X			
Talking or hearing				X
Tasting or smelling				X
Other (describe):				
Other (describe):				

*Less than 33%, or approximately 13 work hours per week, when considering a standard 37-40 hour work wee
**Between 33% and 66% of total work time each week, or approximately 26 hours per week
***Over 66%, or between 26 and 40 hours per week

Does this position require that weight be lifted or force be exerted? If so, how much time and how often?

Activity	Amount of time			
	None	Under 1/3*	Up to 2/3**	Over 2/3***
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

*Less than 33%, or approximately 13 work hours per week, when considering a standard 37-40 hour work wee
**Between 33% and 66% of total work time each week, or approximately 26 hours per week
***Over 66%, or between 26 and 40 hours per week

Does this position have any special vision requirements? (Check all that apply)

☐ Close vision (clear vision at 20 inches or less)
☐ Distance vision (Clear vision at 20 feet or more)
☐ Color vision (ability to identify and distinguish colors)
☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
☒ No special vision requirements

EQUIPMENT USED:

List any machines, tools, or other equipment that you are required to use on the job.
Examples of office equipment: Desktop computer; Laptop; Calculator; Phone
Examples of field equipment: Vehicle; Jackhammer; iPad; Snow blower

Type of Equipment	% Time Used	Type of Equipment	% Time Used
Computer	60%		
Phone	30%		
Copier	10%		

PART 7: CERTIFICATIONS

EMPLOYEE CERTIFICATION: I certify that I agree with and accept the contents of this document, and that I was afforded the opportunity to provide feedback and input in its development.

%

Signature: * *Required* Tierra Morales Date: 2/21 /2023

SUPERVISOR CERTIFICATION:

I certify that I agree with and accept the contents of this document.

Signature: * *Required* Date: 2 /21 /2023

AGENCY HUMAN RESOURCES PRACTITIONER CERTIFICATION

I certify that I agree with and accept the contents of this document.

Signature: * *Required* Date: / / 2023

AGENCY HEAD CERTIFICATION:

I certify that I agree with and accept the contents of this document.

Signature: * *Required* Date: / / 2023