

# LINN COUNTY CLASSIFICATION SUPPLEMENT

**TITLE: LEADWORKER**

**NUMBER: N/A**

**APPROVAL ORDER NUMBER: 2016-286**

**PAY RANGE: N/A\* (Additional 5%)**

**DATE: AUGUST 23, 2016**

**CATEGORY: SEIU & MANAGEMENT/EXEMPT**

THE LEADWORKER: The Leadworker is an employee whose normal tasks are in an approved SEIU or Management classification and who has been designated in writing by an Elected Official or

Department Head as a Leadworker. Designation as a Leadworker, and revocation of such designation, is at the sole discretion of the Elected Official, Department Head or their designated representative.

SUPERVISION RECEIVED: Works under the direction of a supervisor who assigns duties, observes performance and inspects work upon completion for conformance to established goals and objectives.

SUPERVISION EXERCISED: In addition to the regular duties of their specific classification, exercises task supervision over employees, in the absence of, and when directed by, a supervisor. May assist the supervisor in the training and evaluation of employees.

Discipline of employees is not a duty of a Leadworker.

ESSENTIAL FUNCTIONS: A person employed in this classification supplement must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist supervisor in planning and scheduling activities.
2. Provide direction and address questions/inquiries from employees as needed to achieve/complete established activities, goals and objectives.
3. As directed or delegated, act on behalf of the supervisor in their absence.
4. Relate, convey or report status of projects or other activities to the supervisor or the Elected Official/Department Head in the absence of the supervisor.

RECRUITING REQUIREMENTS: Refer to specific classification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Refer to specific classification.

\*Leadworker designation entitles individual to additional compensation at the rate of 5% of base salary.