



REPRESENTATION PETITION

Case 141379-E-24

PARTIES

Employer: City of Olympia
Filing Party: Teamster Union Local No. 252
Incumbent Union:

Petitioner: Union
Petition Type: Add Unrepresented Employees

EXISTING BARGAINING UNIT

If a collective bargaining agreement (CBA) exists, most recent end date: 12/31/2024
Existing Bargaining Unit: Unrepresented
Number of Employees: 1

PROPOSED BARGAINING UNIT

Proposed Bargaining Unit: Olympia Police Support
Number of Employees: 30

PARTY REPRESENTATIVES

Name, Title, and Organization	Contact Information	Representing
Heather Slusher Teamsters Union Local # 252	217 E Main St Centralia, Washington 3607369979 heather252@teamsters252.org	Teamsters Union Local #252
Nicole Camus Deputy HR Director City of Olympia	PO BOX 1967 Olympia, Washington 360-753-8213 ncamus@ci.olympia.wa.us	City of Olympia
Ren Beckman Outreach Services Coordinator City of Olympia	1522 Mapleridge DV NE, Olympia, WA 98506 Olympia, Washington 360-789-4237 renemerson@ci.olympia.wa.us	Self

SUBMISSION & SERVICE

Special requests related to case processing or reasonable accommodation:

Submitter Name: Heather Slusher
Submitter Email: heather252@teamsters252.org

Submitter Title: Business Agent

Date Submitted: 10/11/2024 at 3:20 PM

System Service:* Yes

**If yes, the submitter elected to use the system to serve the other parties.*



WC4 - Outreach Services Coordinator



Overview Qualifications Pay

Overview

Characteristics

Compensation

Unions

Business Process History

Inactive

No

View As Of

10/08/2024

Date of Last Change

04/08/2024 09:21:52.339 AM

Job Profile Name

Outreach Services Coordinator

Job Code

JC4

Include Job Code in Name

Yes

Job Profile Summary

The Outreach Services Coordinator reports directly to the Deputy Chief of Operations and will manage the mental health community outreach team for the Olympia Police Department. The team consists of about 10-12 staff members who make up the Crisis Response Unit and Familiar Faces programs. These programs offer front-line services to our community which include crisis counseling, conflict resolution and resource connections amongst a variety of other social services. Additional information about these programs can be found at this link: https://www.olympiawa.gov/services/police_department/crisis_response.php

This position will also help develop the scope of the mental health outreach program, build relationships with stakeholders, and secure and manage contracts to expand outreach and treatment services provided in the community.

The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

- Experience in the area of program planning, implementation, and monitoring for mental health outreach programs and policy.
- Ability to manage, direct, support current and future technology that supports overall operations of the Department.
- Demonstrated ability to develop and track compliance with program success measures, goals, and objectives. Facilitate program coordination with other community resources and services.
- Experience researching and developing program activities, events, and informational materials specific to assigned programs.
- Ability to integrate programs within the Department and with other City programs and departments.
- Demonstrated ability to develop and maintain program standards.
- Ability to manage staff by establishing priorities, communicating expectations, assigning work, and motivating staff
- Evaluate employee job performance, coach, counsel, discipline, and make hiring decisions *oral & written*
- Promote a team centered, service oriented, high-quality work environment.
- Respond to inquiries from CRU and other department staff on a 24/7 on-call basis.

*ultimately
chief hires
& fires*

Examples of Duties:

- Manage staff by establishing priorities, assigning work, selecting, placing, and motivating staff, evaluating job performance, coaching, counseling, disciplining, and creating a team centered, service oriented, high quality work environment.
- Prepare and manage all aspects of assigned program budget. Participate with the senior leadership team in the development of the annual department budget, strategic initiatives and department management.
- Lead other staff in collecting, organizing, analyzing, and reporting performance measurement data, information, and research results.
- Provide information and technical expertise, advice, and service to individuals, groups, organizations, and associations.
- Prepare and make presentations for and to a variety of audiences (such as elected officials, senior leadership and community groups) in particular policy and program areas.
- Develop, recommend, and implement new operations, procedures, and policies associated with program areas, technical areas, or City and department operations.
- Develop, implement and administer complex systems, procedures, work programs, and service delivery standards and processes.
- No* — • Prepare and present grant applications and administer grants, grant funded projects, and grant funded programs.
- Punctual, regular and reliable attendance is essential for successful job performance.
- Requirements:
- Sit or stand 70% of the time. Lift between 5 and 20 pounds approximately 5% of the time. Reach, twist, and/or turn approximately 1% of the time. Look at a computer screen approximately 50% of the time. Use phone communications approximately 10% of the time. Walk approximately 10% of the time. Sit for an extended period of time approximately 20% of the time. Stoop approximately 1% of the time. Bend approximately 1% of the time. Crawl approximately 1% of the time. Climb ap-

proximately 1% of the time. Drive a vehicle approximately 5% of the time.

Typical Qualifications

Knowledge/Skills/Abilities:

- Knowledge of techniques, principles, methods, and practices of managing services, operations, and program development—including implementing complex programs and projects requiring team development and inter-disciplinary coordination.
- Ability to achieve inter-jurisdictional cooperation and effectiveness, meeting the needs of competing groups, interests, and populations.
- Knowledge of techniques, principles, methods, and practices of policy analysis, development, implementation, application, evaluation, and communication.
- Knowledge of techniques, principles, methods, and practices of developing, improving, and providing public service.
- Knowledge of staff supervision and management methods, including team building, motivation, selection, delegation, progress measurement, evaluation, and recognition.
- Knowledge of municipal government powers, functions, services, responsibilities, organizational dynamics, and administrative procedures.
- Knowledge of current technologies, issues, methods, programs, and practices in specific, program related technical area(s) as required by assigned department or area of responsibility.
- Knowledge of performance management data collection and analysis methods and techniques.
- Knowledge of methods and techniques used to evaluate service, policy, and program effectiveness.
- Knowledge of techniques, principles, methods, and practices of budget preparation and monitoring, grant writing, solicitation, and monitoring, and consultant recruiting, selection, evaluation, and supervision
- Skill in developing, researching, preparing, writing and giving effective documents, reports, and presentations for a variety of audiences using a variety of communication methods and multi-media technologies.
- Skill in service, operations, program, policy, and project planning, organization, and implementation.
- Ability to establish and maintain effective working relationships with City staff at all levels, diverse community groups of all types and compositions, other agencies staff, and the general public.
- Ability to work as a member of a public service oriented interdisciplinary work team.
- Demonstrated punctual, regular and reliable attendance is required.
- Ability to communicate effectively both verbally and in writing.

Education/Experience:

- A bachelor's degree in business administration, public administration, psychology or sociology, or a specified and/or program related specialty/technical field required.
- Demonstrated experience managing and/or supervising the work of others required.
- Demonstrated experience managing complex operations, services, and projects with multiple and/or defined goals and objectives required.
- Relevant work experience may substitute for education requirements on a year for year basis. Equivalent combinations of education and experience will be evaluated for comparability and applicability.

Special Requirements:

A valid Washington State driver's license or evidence of equivalent mobility. Must suc-

Supplemental Information: background check, a polygraph examination, a credit check and other tests, examinations, or processes as may be deemed appropriate for positions of this kind.

- Contacts include senior leadership staff, City staff at all organizational levels, elected officials, community groups, agency staff, boards, commissions, interagency groups, volunteers, and the general public.
- Contacts are established and maintained for short- and long-range planning, direction and supervision of subordinates, communication of program activities and services, project coordination, effective teamwork, policy development, and information exchange.
- Contacts are made in person, via telephone and computer networks, through printed and presentation materials, and are an integral part of all duties.
- Contacts may involve controversial policies or policy changes, politically sensitive issues, and may be difficult and potentially confrontational.

Supervision:

Provides management for all assigned staff.

Accountability:

The **Outreach Services Coordinator** is accountable to senior leadership for the efficient, cost effective, and thorough design, planning, and implementation of assigned programs, operations, facilities, services, projects or policy initiatives.

Working Conditions:

Work is mainly performed indoors, in settings such as offices, conference rooms, or project dedicated working areas. Work will sometimes involve travel to various locations including outdoor settings, activity at field or program service delivery or work sites, and evening and weekend hours. Will be expected to work flexible hours to meet any management need. Respond to inquiries from CRU and department staff on a 24/7 on-call basis.

Job Title Default	Outreach Services Coordinator
Restrict to Country	(empty)
Management Level	4 Manager
Job Family	(empty)
Job Category	(empty)
Job Classifications	Protective Service Workers - Protective Service Workers (United States EEO-4)
Work Shift Required	No
Public Job	No
Referral Payment Plan	(empty)