



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, April 10, 2017
5:30 p.m.
Washington County Quorum Court Room

Harvey Bowman
Robert Dennis
Joe Kieklak

Chair Lisa Ecke

Sue Madison
Butch Pond
Bill Ussery

A G E N D A

1. Call to Order
2. Prayer & Pledge
3. Adoption of Agenda
4. Switching attorney position in budget to a case manager position (4.1-4.2)
Judge Cristi R. Beaumont
5. Human Resources (5.1)
Director Michael Watson
6. Washington County Employee Handbook update
7. Other Business Any other business to be discussed by the Committee will be brought up at this time.
8. Public Comment
9. Adjournment

DBCompensation Job Rating Form

4.1

STUDY: Washington County
JOB TITLE: Drug Court Case Worker/Case Manager

FACTOR	BASIS FOR RATING	DEGREE	POINTS
1	Experience-General: Minimum time to become familiar with requirements of the job.	7	74
2	Experience-Minimum time to become familiar with management requirements of the job.	1	33
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	70
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	6 50
		4B 4	
		4C 4	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	8 90
		10B 1	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	6	105
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	2	12
15	Physical Demand	3	13

POINT TOTAL **763**

SIGNED: _____

**WASHINGTON
COUNTY**
Washington County Courthouse
280 N. College, Suite 510
Fayetteville, Arkansas 72701

JOB EVALUATION COMMITTEE MEETING

Monday, February 12, 2016

Attendees: Chief of Staff George Butler, Chief Deputy Jay Cantrell, County Clerk, Becky Lewallen, JP Butch Pond, Road Superintendent and Compensation Consultant Blair Johanson

Non-member attendees: Human Resources Director Lindsi Huffaker

The Washington County Job Evaluation Committee meeting was call to order at 1:00 pm.

1. The meeting minutes from the February 8, 2016 meeting were reviewed by the committee members. George Butler made a motion for approval of the meeting minutes and Butch Pond seconded the motion. The motion was approved with a 5 – 0 vote.

2. Review new job descriptions and re-ratings

The Job Evaluation Committee reviewed the job rating worksheet and job description for the Drug Court Case Worker/Case Manager position noted in the following table. A motion was made by Butch Pond to approve the job description, stated job rating and pay grade level as reviewed by the Job Evaluation Committee and the motion was seconded by Becky Lewallen. The motion was approved with a 5 – 0 vote.

Position Title	New Title	Department	Previous Points	New Points	Previous Grade	New Grade
Social Worker – Drug Court	Drug Court Case Worker/Case Manager	Drug Court	770	763	17	17

With no other business, a motion was made for adjournment by Butch Pond and seconded by George Butler. The Committee approved the adjournment motion and the Committee ended their meeting at 1:10 pm.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**

January 2017

POSITION **Parts Manager**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	7	74	
2	Experience-Minimum time to become familiar with management requirements of the job.	1	33	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	2	20	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5	36
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	1	10	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	6	80	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	8	90
		10B 1		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	5	49	
13	Machine-Computer Operations	4	38	
14	Working Conditions	5	32	
15	Physical Demand	5	24	
TOTAL VALUE			763	

SIGNED: _____

WASHINGTON COUNTY
Job Description

JOB TITLE: Parts Manager

Exempt (Y/N): Yes

DEPARTMENT: Road Department

DATE PREPARED: April 2017

SUPERVISOR: Shop Supervisor

SUMMARY:

Under the general supervision of the Shop Supervisor or the Road Superintendent, the incumbent is to provide assist to the maintenance shop. The incumbent has to make sure that the shop has adequate parts and materials on-hand for the maintenance of county roads, and heavy equipment. The incumbent is responsible for approximately \$800,000 worth of tools, equipment and \$400,000 in parts and supplies. In the absence of the Shop Supervisor, the incumbent assumes the responsibility of the Shop Supervisor position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Acknowledge machinery breakdowns by telephone; two-way radio, or in person. Maintain accurate log of problems. Communicate with Shop Supervisor and Road Superintendent to establish priorities and schedule repair work. Directly supervise up to three (3) employees.
2. Make quick decision in emergency situations where machinery has broken down, wrecked, or otherwise created a dangerous situation.
3. Locate parts and supplies required for breakdowns or to replenish inventory. Issue purchase orders, obtain parts and supplies from vendors.
4. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work. Maintain accurate files on various jobs, parts used, labor required, etc.
5. Ensure that all purchase orders are accurately completed and parts and supplies are obtained at minimum cost to the County, while not sacrificing quality.
6. Run the wrecker and pick up parts from various parts stores, when needed. Ensure that proper replacement parts and supplies are ordered and on hand to properly maintain county vehicle.
7. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
8. Assist with emergency situations and repairs in a safe and efficient manner.
9. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
10. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.

11. Must be able to communicate with multiple vendors on a daily basic.
13. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
14. Regular attendance is required.
15. Employee is required to have a county credit card. Employee is required to purchase parts and supplies with purchase order or credit card. Purchase activity ranges from \$25,000 to \$50,000 per month.
16. Employee may be required to work during inclement weather and emergency situations.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); four (4) years previous experience in construction operation, maintenance of heavy machinery, and light mechanic work.

OTHER SKILLS and ABILITIES:

The incumbent must possess good communication skills as there is contact with other individuals within the County and limited contact with vendors. The incumbent is required to use a calculator, basic computer applications and two-way radio. Use of a computer on average is 5 to 7 hours per day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position.

The employee must occasionally lift and/or move heavy loads and perform manual labor.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.