



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, May 8, 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. Human Resources (4.1-4.2)
Director Michael Watson
5. Other Business Any other business to be discussed by the Committee will be brought up at this time.
6. Public Comment
7. Adjournment

Washington County Case Coordinator Job Description

4.1

Job Code: 17
Exempt: No
Department: County Prosecutor
Reports To: County Prosecutor
Location: Prosecutor's Office
Date Prepared: March 25, 2016
Date Revised: April 25, 2017

GENERAL DESCRIPTION OF POSITION

The Case Coordinator will manage the Prosecutor's caseload activities. Primary duties will include intake of criminal cases, scheduling arraignments, jury selection support for Prosecutor, jail census reporting, coordination with court judges, and computer database oversight and software recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Intake from public on all criminal cases that are set for arraignment.
2. Schedule and reschedule cases set for arraignment.
3. Attend jury selection with Prosecutor and provide assistance as requested. May occasionally have to testify in court.
4. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
5. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
6. Jury consultant to prosecutors during jury selection process, if needed. Research and prepare jury questionnaires, noting any significant factors and characteristics that might influence verdicts. Keep statistics and data throughout jury term. Analyze nature of case and compare to background, social traits, and prejudices brought out in voir dire.
7. Print and review Jail Census on a daily basis for prisoners needing probable cause determination observing the 48 hour time limit, insuring all prisoners booked in have arraignment dates and bond settings. Obtain all preliminary reports, pull warrants from pending files and enter into system.
8. Gather proof of prior convictions from various courts (in state and out of state).
9. Organize arraignment paperwork, gathering police reports from various agencies and when complete, assigning to prosecutor for formal charges to be filed. Paperwork must be filed on a timely basis.
10. Attend arraignment proceedings or have representative present, for recording information concerning trial dates and bond information. Assures that cases are assigned to correct Judge. Fill out

FTA and continuance forms during arraignments. Accuracy is essential. Assign cases to individual prosecutors for trial.

11. Work closely with the Judge's TCA's to insure calendar is accurate and up to date and distribute as assigned.

12. Assist in development of continued improvements in current computer system and enter information in computer system.

13. Relay information concerning cases to attorneys.

14. Redacting and providing information to newspaper and television reporters.

15. Work with Administrative Office of the Courts in scheduling interpreters (Spanish, Marshallese, Sign Language, etc).

16. Prepare and distribute dockets to judges, transport, and deputies daily.

17. Enter probable cause reports daily.

18. Request and obtain police reports from various law enforcement agencies to be matched with probable cause reports prior to being assigned to Prosecutor.

19. Must become ACIC certified.

20. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

ACIC certified.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Contact Management, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Case Coordination

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is not indicated.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

ADDITIONAL INFORMATION

Not indicated.

GROSS SALARY:	\$ 20529.60	($\frac{7}{12} \times 35193.6$)	
FICA / MEDICARE:	1570.52		} \$ 7917.11
APERS:	3007.59		
HEALTH:	3262.00		
LIFE:	77.00		
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	\$ 28446.71		

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Case Coordinator

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	8	8	89
2	<u>Experience:</u> Minimum time to become familiar with management requirements of the job.	2	3	165
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	32
4	<u>Initiative & Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	6	6	50
5	<u>Mental Demand:</u> Measure of degree of concentration and sensory alertness.	4	4	90
6	<u>Analytical Ability/Problem Solving:</u> Opportunity to apply analytical ability and self-starting thinking.	5	5	100
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	1	1	10
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	2	4	48
9	<u>Responsibility for Accuracy:</u> Opportunity for and probable effect of errors.	4	4	57
10	<u>Accountabilities:</u> Freedom to act, monetary impact, & impact on end results.	8	8	150
11	<u>Contacts with Public:</u> Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees:</u> Responsibility for effective handling of contacts.	4	4	49
13	<u>Machine Operations:</u>	4	4	38
14	<u>Working Conditions:</u>	2	2	4
15	<u>Physical Demand:</u>	2	2	8
		705		754
	Washington County Salary Grade Level	16		17

Signed: _____

Date: April 25, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County
January 2017**
 POSITION **Case Coordinator**
 JOB CODE: **17**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	8	89
2	Experience-Minimum time to become familiar with management requirements of the job.	3	99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45
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.	4	49
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.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
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.	4	38
13	Machine-Computer Operations	4	38
14	Working Conditions	2	12
15	Physical Demand	2	8
TOTAL VALUE			754

SIGNED: _____

time to evaluate each employee's ability to complete the job duties and responsibilities and to evaluate their ability to assimilate with the other County Circuit Clerk office employees. Both employees are doing really well and Kyle affirmed his written requests that each employee be paid at the top of the quartile for the designated Deputy Circuit Clerk position. The pay for both employees would increase from \$12.68 to \$13.39. A motion for approval of the new pay rate was made by Becky Lewallen and the motion was seconded by Lisa Ecke. The motion was approved with a 7-0 vote.

- c. Senior Planner: The committee reviewed a letter from Jim Kimbrough, Planner Director that provided information on the employee's education and experience that exceeds the position minimum requirements. Mr. Kimbrough's letter states that the Senior Planner employee has a master's degree and extensive experience in a planning role with the County. Mr. Kimbrough requested that the Senior Planner's salary be placed at the top of the first quartile, \$20.05, due to his experience and education in excess of the job description requirements. A motion for approval of the new pay rate was made by Tim Helder and the motion was seconded by Brian Lester. The motion was approved with a 7-0 vote.

During the discussion on the hiring rate placement for new employees with education and experience that exceed the job minimum requirements, Tim Helder raised the question about having an established time limit following the new employee's hire date. Blair Johanson mentioned that most of the requests historically have been brought to the JESAP Job Evaluation Committee within 30 to 60 days after the employee's employment date. The committee discussed various time limit periods and a motion was by Tim Helder for a 120 calendar day limit from the new employee's hire date for a salary adjustment based on education and experience that exceed the job minimum requirements. The motion was seconded by Becky Lewallen and the motion was approved with a 7-0 vote. The Committee asked Watson to revised the policy and submit it to the County's Personnel Committee.

3. Description Reviews and Updates with Job Rating Revision

The Job Evaluation Committee reviewed the job rating worksheet and job description for a newly created Parts Manager position. Blair Johanson presented to the committee that the job description for this position created a job rating of 763 points and that this position would be in pay grade 17. Brian Lester made a motion to approve the Parts Manager position rating and the grade pay structure placement. Tim Helder seconded the motion. The motion was approved with a 7-0 vote.

Position Title	New Title	Department	Previous Points	New Points	Previous Grade	New Grade
	Parts Manager	Roads Department		763		17

3 Catastrophic Leave:

- i. Renewed request from Collector's Office: Employee of 18.5 years requesting 20 days of Catastrophic Leave time.

I. Salary Adjustments:

A. Types of Increases:

1. Salaried personnel may receive a base salary increase through cost of living adjustment, merit, and/or promotion.

B. Payment Within The Range:

1. The goal of the salary administration program is to reach a point where all employees shall be paid at an equitable level within the prescribed salary range for their classification, with each position having a prescribed salary grade. No employee will receive a salary adjustment that causes the person's salary to fall above salary range. The purpose of a salary range is to fully compensate employees for proven performance as related to the performance standards and goals for a respective position. The range should be viewed as a continuum, stretching from acceptable performance at the bottom to superbly outstanding at the top, or maximum. Thus, common sense salary administration adjustments, and not some mechanistic formula, are required in administering salaries within the upper half (quartiles 3 and 4) of the range, based upon employee performance as related to standards and other aids used to assess performance.

C. Hiring Rate:

1. In most cases, all full-time employees shall be hired at the minimum rate for their grade range. The County will allow an individual new hire to be paid up to halfway between minimum and midpoint for the position's salary range given the person has additional experience, education, etc. that add value to the position. These additional attributes and the negotiated amount will be presented to the Job Evaluation Committee for review and approval. In general, pay in excess of minimum will be supported by additional related experience that exceeds the minimum required experience as noted in the position description. Any exception to this policy must be approved by the Personnel Committee.