



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

August 7, 2017
5:30 P.M.

Washington County Quorum Court Room

Harvey Bowman
Robert Dennis
Joe Kieklak

Chair Lisa Ecke

Sue Madison
Vice Chair Butch Pond
Bill Ussery

A G E N D A

1. Call to Order
2. Prayer and Pledge
3. Adoption of Agenda
4. SAMHSA #04 2017 Grant – Drug Court
 1. Part-Time Counselor/Assessor **(4.1 – 4.2)**
5. Juvenile Court Services Positions
 1. Director of Juvenile Court Services/Specialized Police Officer **(5.1 – 5.3)**
 2. Lead Juvenile Officer/Specialized Police Officer **(5.4 – 5.6)**
6. Existing Employee Position changes within the Sheriff's Office **(6.1)**
 1. FTE Cook Supervisor position to Human Resources Administrator-Sheriff position – Grade 19 **(6.2 – 6.3)**
 2. FTE Deputy First Class position to Network and Computer Administrator position -- Grade 24 **(6.4 – 6.5)**
 3. FTE Sheriff's IT Manager position to Technology Director position - Unclassified **(6.6 – 6.7)**
 4. 3 FTE position to Corporal positions
 5. Detention DFC positions and rename them to ADO/DFC Flex-Slot positions

7. Other Business: Any other business to be discussed by the Committee will be brought up at this time
8. Public Comments
9. Adjournment

Washington County

Drug Court

Counselor in Training

Job Description

Exempt:	No
Department:	Drug Court
Reports To:	Treatment Program Manager or his/her designee
Location:	Drug Court Facilities
Date Prepared:	January 04, 2016
Date Revised:	May 4, 2016

GENERAL DESCRIPTION OF POSITION

The Drug Court Counselor-in-Training will present the knowledge, skills and attitudes to facilitate Substance Abuse Treatment groups and services. Must be knowledgeable of application for clinical practices of the substance use population – including theories and practices of counseling services. Recognizes symptoms for diagnosis according to the DSM 5 criteria and responds to problems and needs of the client. Use of the 12 Core Functions as the guide for clinical behavior necessary in the professional practices of review and analyze for treatment recommendations. Will have collaborative actions that collect, organize, test, and appraise information that formulates in best practices of care and substance abuse treatment, which leads to the improvement of the client's life and well-being based on goals and objectives determined and met in the treatment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collects, organizes, and analyzes clients' information, tests, and interviews to appraise their interest, aptitude, abilities, and personality characteristics for vocational and educational planning.
2. Compiles and studies occupational, educational, and economic information to aide educational and vocational decision-making.
3. Identifies referral needs and makes appropriate referrals.
4. Assists clients with social and emotional problems, making referrals as needed.
5. Possesses good report writing and oral report/case presentation skills.
6. Organized, disciplined, and proactive at all times.
7. Good working professional relationships during all clinical tasks and job duties to meet the diverse needs of clients.
8. Attends intra and inter-offices meetings as scheduled.

9. Sits for extended period of time completing administrative and counseling tasks.
10. Practices good communication skills at all times.
11. Adheres to Drug Court policy on time keeping regarding sick leave, vacation, comp-time, and holidays.
12. Conducts educational presentations and facilitates groups according to policy.
13. Complies with standards and licensing requirements and policies of ACC, DBHS, ASACB credentialing and county guidelines.
14. Maintains positive attitude/approach towards co-workers, clients, and program.
15. Maintains favorable background and reference checks.
16. If not certified, attends ASACB approved workshops for certification purposes.
17. To be registered with ASACB in to be in compliance with clinical supervision guidelines and acquire certification within 6 months of eligibility for testing. If certified with ASACB credential - professional development education training hours will need to be met at the required 40 hours every 2 years.
18. Maintain 40 hours of job duty professional development education hours per year as required by ACA. If these hours are approved by ASACB they may be applied to the collective number of training hours required.
19. Coordinates services with other agencies, the courts, and serves on the drug court team.
20. Must participate in clinical supervision activities and adhere to ethical standards as set forth by ASACB for the credentialing process accepting clinical supervision advisement per substance abuse treatment manager (CS) or his/her designee.
21. 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

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATIONSKILLS

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICALSKILLS

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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must acquire a substance abuse credential within 6 months of the eligibility of testing or retain acquired certification/license according to the governing bodies. Example: ASACB-Arkansas Substance Abuse Certification Board the state credentialing body or Board of Examiners of Alcoholism and Drug Abuse Counselors-BEADAC the state licensing body for substance abuse professionals.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

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

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. 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

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

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.

No supervision.

Supervises the following departments: Not indicated.

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 normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

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, plus frequent contact with senior level internal officials.

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

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

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 usually moderate.

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.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

Section H: Budget Justification

Washington/Madison County Drug/Diversion Court- Year 1

A. **Personnel:** an employee of the applying agency, or of the collaborating agencies whose work is tied to the application

FEDERAL REQUEST

Position	Name	Salary/Rate	Level of	Cost
1) Part-time Counselor/Assessor	To Be Determined	\$29,251	100%	29,251
2) Project Director	Tracey Risley	In-kind cost	20%	0
			Total	\$29,251

JUSTIFICATION: Describe the role and responsibilities of each position.

Washington/Madison County Drug/Diversion Court has contracted for substance abuse and mental health treatment services for its 12 month program and is seeking SAMSHA funds to pay contracted service providers. WMCDDC has assigned the project director to oversee the project and ensure that project activities are implemented according to contract guidelines. The County's project director will be responsible for communications to SAMSHA and reporting requirements.

- 1) A **part-time counselor/assessor** will allow expansion to rural Madison County to provide assessments and counseling.
- 2) The **Project Director** is a County employee who will coordinate all aspects of the project, and provide oversight to ensure that project activities are implemented appropriately and according to the timeline, with a particular focus on developing interagency collaboration and working toward sustainability. He will be responsible for communications to SAMHSA and reporting requirements.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF424A) **\$29,251**

B. **Fringe Benefits:** List all components of fringe benefits rate.

Component	Rate	Wage	Cost
FICA	7.65%	\$29,251	\$2237.70
Retirement	14.75%	\$29,251	\$4314.52
Health Insurance	19.12%	\$29,251	\$5592.00
Life Insurance	.4513%	\$29,251	\$132
		Total	\$12,276.22

WASHINGTON COUNTY

Job Description

JOB TITLE: Director of Juvenile Court Services/Specialized Police Officer

Exempt (Y/N): Yes

DEPARTMENT: Juvenile Court Division

DATE PREPARED: June 7, 2017

SUPERVISOR: Circuit Court Judge

GENERAL DESCRIPTION OF POSITION

The Director of Juvenile Court Services/Specialized Police Officer (SPO) is responsible for supervisory duties in addition to the duties of Juvenile Officer. Under the general direction of the Circuit Judge, the Director of Juvenile Court Services/SPO is responsible for various day-to-day operations of the Court, supervising, planning and organizing functions of the Washington County Juvenile Court. The incumbent reports to the Judge and advises on policy issues then carries out the Judge's policy directions.

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Juvenile Officers, including the Director of Juvenile Court Services/SPO, will be appointed by the Judge to receive additional training and law enforcement certification as Court Security Officers. Court Security Officers will assist the Washington County Sheriff's Office with providing security for the courthouse, assist Juvenile Officers with taking juvenile probationers into custody, provide Juvenile Officers with additional security during home visits, and perform other duties as directed by the Judge.

As sworn Specialized Police Officers, the Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm both on and off duty, and use force to control or terminate violent behavior and safely take offenders into custody.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in providing administration over various functions of Washington County Juvenile Court.
2. Directly supervise the Social worker, lead probation officers, juvenile officers, part time staff and support staff.
3. Monitors work schedules of all subordinate staff
4. Oversee juvenile court budgetary needs, approves requisitions, and maintains fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
5. Work with local community agencies to promote programs to help children and families.

6. Provides specific recommendation to the Judge concerning personnel, juvenile court budget, juvenile services, promotions, disciplinary actions, terminations and other matters related to the operations of juvenile court.
7. Maintain/Oversee paperwork and/or routine maintenance required of the vehicle and related equipment used in the vehicles.
8. On-call during all hours, including evenings and weekends.
9. Maintain/oversee the department's equipment/inventory.
10. Complete and provide monthly statistical reporting to the Juvenile Detention Alternative Initiative governing committee and the Anne E. Casey foundation.
11. Supervises all Juvenile Court staff, conducts employee evaluation, initiates corrective actions (where necessary) proportionate to non-compliance and or performance issues and mediate disputes that promote reconciliation, professional growth and development.
12. Responsible for administration of the Rite Track database and training of employees in use of Rite Track database. Maintain and update Rite Track database
13. Participates and coordinates in meetings to promote record keeping/documentation and any related job training.
14. Ensure the department's compliance with all grant requirements. Prepare and submit reports to granting agencies.
15. Research and implement programs to assist juveniles and families coming through Juvenile Court, and to locate programs to reduce numbers of juveniles in detention and DYS commitments, and reduce number of juvenile delinquent acts committed by children in Washington County.
16. Submit various applications for grants/special funding to Grants administrator (when applicable).
17. Communicate, either verbally or in writing, with law enforcement officers, Juvenile Detention Staff, Department of Human Services Staff, and County Officials, citizens, Division of Youth Services Staff and parents/guardians about problems or situations involving the Court staff or Court clients.
18. Assist in developing and revising policies and procedures, monitor current policies and procedures for staff compliance and ensure that the court staff is in compliance with rules and regulations of state and federal laws.
19. Attend training and review various articles in order to stay current on laws, policies, rules, etc.

20. Assists subordinate juvenile officers with case supervision when staff is on leave, military leave or FMLA leave:

Maintaining records of meetings with all concerned parties; psychological

Assessments/reports, social data on probationer and family; receipts showing payment of fines, cost, fees, restitution, and/or completion of public service; attendance and behavior reports from school; and proof of attendance of AA/NA meetings.

Prepare request for prosecutor to file Motion for Revocation of Probation. In emergency situations, complete and file revocation papers.

Prepare the case file and all records for court hearings daily. Distribute reports to all parties before court hearings. Be available to present case information to the court when needed.

Maintain all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.

21. Assist subordinate juvenile officers with sentencing recommendations for youth with the new SAVRY risk assessment tool.

22. Administer drugs screens to juveniles and their families as order by court.

23. Attend Quorum Court meetings concerning Juvenile Court matters.

24. Leads by example and establishes an environment that promotes professionalism

25. Translate court orders and interpret in court when needed.

26. Take youth into custody and escort them to the Juvenile Detention Center.

27. Maintain the safety and security of members of the public as well as Juvenile Court Department staff, both at the Juvenile Justice Complex as well as out in the community during home visits.

28. Serve warrants, subpoenas, and other court papers.

29. Assist in transporting youth participating in the Alternatives to Detention Programs year round.

30. Maintain regular job attendance.

31. Perform all associated duties as requested by the Juvenile Judge.

SUPERVISORY RESPONSIBILITIES:

The incumbent is directly responsible for the supervision of seventeen (17) full time employees and two (2) part time employees as well as civilian volunteers/interns. He/she carries out supervisory responsibilities including:

- a) Interviewing prospective employees
- b) Making recommendations regarding hiring of employees
- c) Overseeing training of employees
- d) Overseeing and monitoring caseloads handled by juvenile officers
- e) Ensuring the caseloads carried by each juvenile officer are workable

He/she must address complaints and resolve problems that may arise between staff and families served by Juvenile Court. Also maintain yearly juvenile court statistics; as required. Assist with program development and procedures and attend staffing meetings. In conjunction with the Judge, he/she also prepares the yearly budget and monitors expenses throughout the year.

Budget responsibility: \$1,102,805

Additionally, the incumbent is responsible for the satellite location in the city of Springdale. The Youth Reporting Center located at 610-B East Emma Ave., Springdale, AR. This satellite location houses 1 social worker and 2 Juvenile Officers with equipment (tables, chairs, laptops, printer, desk, Smart TV, microwave, file cabinets, chrome books, etc.).

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The Director of Juvenile Court Services/SPO should possess a Bachelor's Degree in a related field plus a minimum of eight (8) years work experience; or equivalent combination of education and experience. In addition, the Director of Juvenile Court Service/SPO should have at least four (4) years supervisory experience.

The Director of Juvenile Court Services/SPO must complete or maintain "Juvenile Officer Certification Training" provided by the AOC to be a Certified Juvenile Officer. The Director of Juvenile Court Services/SPO must complete a Basic Law Enforcement Training Course (a minimum of 120 hours) to obtain certification as a Specialized Police Officer through the Arkansas Commission on Law Enforcement Standards and Training, and must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification. The Director of Juvenile Court Services/SPO must complete 16 hours of training annually to maintain these certifications.

The Director of Juvenile Court Services/SPO should have experience working with juveniles, judgment skills when handling complaints, and communication skills when meeting the public and serving as liaison between the prosecutor, the police, the court, schools, victims, and defendant's families. This position requires a high level of problem solving and listening skills. The Director of Juvenile Court Services/SPO cannot have a criminal record. The Director of Juvenile Court Services/SPO must not be listed on the Central Registry as to child abuse.

OTHER SKILLS and ABILITIES:

The Director of Juvenile Court Services/SPO shall possess good typing and computer skills (regular use of PC equipment); have knowledge of modern office practices, procedures, and equipment. The officer should have strong written and verbal communication skills; must possess the ability to establish a good rapport with individuals often under difficult or high-risk circumstances. Must have the ability to de-escalate volatile situations involving juveniles and their families. Self-motivation and the ability to positively motivate juveniles and their parents is essential.

Bi-lingual in English and Spanish.

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 sit, use hands and fingers, handle, feel objects, and to talk and hear. The employee must occasionally sit and reach with hands and arms. Specific vision abilities required by this job include the ability to adjust focus, distance vision, depth perception, and peripheral vision.

This job carries a degree of threat. Dangerous situations can occur at any time due to the possible volatile nature of family court.

WORK ENVIROMENT:

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 noise level in the typical work environment is usually moderate.

WASHINGTON COUNTY
Job Evaluation

Dir. of Juvenile
Court Services

JOB TITLE: Director of Juvenile Court Services/SPO

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	11	11	134
2	<u>Experience:</u> Minimum time to become familiar with management requirements of the job.	7	7	265
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	70
4	<u>Initiative & Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	6	7	65
5	<u>Mental Demand:</u> Measure of degree of concentration and sensory alertness.	5	5	70
6	<u>Analytical Ability/Problem Solving:</u> Opportunity to apply analytical ability and self-starting thinking.	7	7	200
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	4	5	100
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	5	6	80
9	<u>Responsibility for Accuracy:</u> Opportunity for and probable effect of errors.	5	5	57
10	<u>Accountabilities:</u> Freedom to act, monetary impact, & impact on end results.	10	10	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.	5	5	49
13	<u>Machine Operations:</u>	4	4	38
14	<u>Working Conditions:</u>	3	7	60
15	<u>Physical Demand:</u>	2	2	8
		1314		1426
	<u>Washington County Salary Grade Level</u>	23		24

Signed: _____

Date: June 29, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
January 2017
 POSITION **Director of Juvenile Court Services/SPO**
 JOB CODE: **24**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	11	134	
2	Experience-Minimum time to become familiar with management requirements of the job.	7	265	
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 5	7	65
		4B 4		
		4C 5		
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.	7	200	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	5	100	
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 7	10	150
		10B 1		
		10C 4		
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	7	60	
15	Physical Demand	2	8	
TOTAL VALUE			1426	

SIGNED: _____

WASHINGTON COUNTY
Job Description

JOB TITLE: Lead Juvenile Officer/Specialized Police Officer

Exempt (Y/N): Yes

DATE PREPARED: April 4th, 2017

DEPARTMENT: Juvenile Court Division

SUPERVISOR: Circuit Court

Judge/Director of Juvenile Court

Services/SPO

GENERAL DESCRIPTION OF POSITION

The employees of the Washington County Juvenile Court are divided into three basic groups. The divisions are Probation, FINS, and Criminal Intake/Diversion Programs. There is one Lead Juvenile Officer for each of the three divisions.

The Lead Juvenile Officer has the duties of a Juvenile Officer, and is additionally responsible for limited supervisory duties of 3-7 subordinate Juvenile Officers. The supervisory duties are only at the direction of the Director of Juvenile Court Services/SPO or the Juvenile Judge, and only to the employees of his/her division. The Lead Juvenile Officer will work in concert with the Juvenile Judge and the Director of Juvenile Court Services/SPO in the general matters of the Court.

Like the Juvenile Officers, the Lead Juvenile Officers are responsible for the supervision of juvenile cases and monitoring the compliance with court order of juvenile and their families. The Lead Juvenile Officer will work as part of a cohesive team and will be required to assume duties as part of a multi-faceted operation that would address an array of juvenile and family situations both judicial and non-judicial in nature. The position requires decision-making, problem solving, and accurate reporting. The officer will be required to maintain, annotate, and prepare appropriate court documents. The Lead Juvenile Officer will also be responsible for FINS (Family in Need of Services), diversions, and any petitioned case until release by the appropriate authorities. This position requires the ability to interact effectively with community care providers, juveniles, and families.

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Lead Juvenile Officers will be appointed by the Judge to receive additional training and law enforcement certification as Court Security Officers. Court Security Officers will assist the Washington County Sheriff's Office with providing security for the courthouse, assist Juvenile Officers with taking juvenile probationers into custody, provide Juvenile Officers with additional security during home visits, and perform other duties as directed by the Judge.

As sworn Specialized Police Officers, the Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm both on and off duty, and use force to control or terminate violent behavior and safely take offenders into custody.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Respond to a twenty-four hour on call schedule on a rotation basis with the other Lead Juvenile Officers.
2. Notify detained juvenile and family of crime(s), charge(s), and reason for detainment, including date, time, and location of detention hearing.
3. The officer will conduct the initial intake interview, take citizen complaints and confer with victims. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law and make recommendations to the prosecutor for the appropriate course of action.
4. Work with Interstate Compact in returning juveniles to their home states when they are runaways, arrested in our county or have a warrant from another jurisdiction. Work with Interstate Compact to transfer a juvenile's probation to another state when appropriate, and to provide home studies and supervision of juveniles whose probation has been transferred to Washington or Madison County. Work with other Probation Departments throughout the State of Arkansas to provide supervision for juveniles who have moved within the State.
5. Make appropriate referrals to public or private agencies as well as schools, community based providers, Department of Human Service; to ensure clients obtain services needed.
6. Maintain close communications with all law enforcement agencies within Washington County.
7. The Lead Juvenile Officer will supervise cases judicial and non-judicial in which they are assigned. The Lead Juvenile Officer will monitor the client's progress as well as adherence to court orders, identifying potential problems, and taking corrective action. The Lead Juvenile Officer will perform random visits to the school, home, job site or treatment facility as well as require routine office visits and maintain contacts with family, and other community agencies.
8. Maintain, update, and complete all necessary paper and computer documents to include, but not limited to:

Maintaining records of meetings with all concerned parties; psychological

Assessments/reports, social data on probationer and family; receipts showing payment of fines, cost, fees, restitution, and/or completion of public service; attendance and behavior reports from school; and proof of attendance of AA/NA meetings.

Prepare request for prosecutor to file Motion for Revocation of Probation. In emergency situations, complete and file revocation papers.

Prepare the case file and all records for court hearings daily. Distribute reports to all parties before court hearings. Be available to present case information to the court when needed.

Maintain all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.

9. Prepare sentencing recommendations based upon consideration of the following: Number of previous offenses; seriousness of offenses; drug/alcohol abuse; psychological/behavioral problems; problems at home or school, success in meeting prior terms of probation, and any assessments by other agencies.
10. Appear in court and testify to relate successes or problems, inform the court about placement proceedings, and make recommendations about the continued detention or release of a juvenile.
11. Speak to various public and community groups, regarding the juvenile court process and services when called upon, and represent the court on committees as assigned by the judge.
12. Maintain a current knowledge of the Arkansas Juvenile Code, referral services available, shelter placement, group homes, hospital settings, therapeutic placements and treatment facilities in the IV Judicial District, and the State of Arkansas.
13. Administer drug screens (both written and physical) to juveniles and their families as ordered by the court.
14. Train and supervise subordinate Juvenile Officers, and assist in resolving problems when requested by subordinate Juvenile Officers.
15. Address complaints from the public.
16. Assist the Director of Juvenile Court Services/SPO and Juvenile Judge with interviewing job applicants and making recommendations for hiring.
17. Assist the Director of Juvenile Court Services/SPO and Juvenile Judge with preparing annual performance evaluations for subordinate Juvenile Officers.
18. Assist the Director of Juvenile Court Services/SPO and Juvenile Judge with preparing the annual budget, and monitor expenses throughout the year.
19. Take youth into custody and escort them to the Juvenile Detention Center.

20. Maintain the safety and security of members of the public as well as Juvenile Court Department staff, both at the Juvenile Justice Complex as well as out in the community during home visits.

21. Serve warrants, subpoenas, and other court papers.

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

SUPERVISORY RESPONSIBILITIES:

The incumbent will work in concert with other Lead Juvenile Officers to assist the Juvenile Judge and the Director of Juvenile Court Services/SPO, and will have limited responsibility for the supervision of two to six employees. He/she will work with the Juvenile Judge and the Director of Juvenile Court Services/SPO on matters including interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; serving as the on-call supervisor on a rotation basis with the other Lead Juvenile Officers; addressing complaints and resolving problems; monitor and provide limited supervision of Juvenile Officers in Washington County, maintain yearly juvenile court statistics; as required, assist with program development and procedures; and attend staffing meetings.

In conjunction with the Judge and Director of Juvenile Court Services/SPO, he/she will assist in preparing the yearly budget and monitor expenses throughout the year.

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:

The officer should hold a Bachelor's Degree in a related field plus five (5) years of work experience; or equivalent combination of education and experience.

The officer must complete 40 hours of training in "Juvenile Officer Certification Training", provided by the AOC, to be a Certified Juvenile Officer. The officer must complete a Basic Law Enforcement Training Course (a minimum of 120 hours) to obtain certification as a Specialized Police Officer through the Arkansas Commission on Law Enforcement Standards and Training, and must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification. The officer must complete 16 hours of training annually to maintain these certifications.

The officer should have experience working with teenagers, judgment skills when handling complaints, communication skills when meeting the public, and serve as liaison between the prosecutors, police, court, schools, victims, and defendant's families. The officer cannot have a criminal record. This position requires a high level of problem solving and listening skills.

OTHER SKILLS and ABILITIES:

The Lead Juvenile Officer/Specialized Police Officer shall possess good typing and computer skills (regular use of PC equipment); have knowledge of modern office practices, procedures, and equipment. The officer should have strong written and verbal communication skills; must have the ability to establish a good rapport with individuals often under difficult or high-risk circumstances. Must have the ability to de-escalate volatile situations involving juveniles and their families. Self-motivation and the ability to positively motivate juveniles and their parents are essential.

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 sit, use hands and fingers, handle, or feel objects, and to talk or hear. The employee must occasionally sit and reach with hands and arms. Specific vision abilities required by this job include the ability to adjust focus, distance vision, depth perception, and peripheral vision.

This job carries a degree of threat. Dangerous situations can occur at any time due to the possible volatile nature of family court.

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.

This job carries a degree of threat; dangerous situations can occur at any time

The noise level in the work environment is usually moderate.

WASHINGTON COUNTY
Job Evaluation

Lead Juvenile
Officer

JOB TITLE: Lead Juvenile Officer/Specialized Police Officer

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	99
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	70
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	5	70
6	<u>Analytical Ability/Problem Solving:</u> Opportunity to apply analytical ability and self-starting thinking.	6	6	100
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	1	2	33
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	4	4	32
9	<u>Responsibility for Accuracy:</u> Opportunity for and probable effect of errors.	4	4	44
10	<u>Accountabilities:</u> Freedom to act, monetary impact, & impact on end results.	8	8	90
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.	5	5	49
13	<u>Machine Operations:</u>	4	4	38
14	<u>Working Conditions:</u>	7	7	60
15	<u>Physical Demand:</u>	2	2	8
		835		912
	Washington County Salary Grade Level	18		19

Signed: _____

Date: June 29, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
January 2017
 POSITION **Lead Juvenile Officer/Specialized Police Officer**
 JOB CODE: **19**

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.	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.	6	100	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	2	33	
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.	5	49	
13	Machine-Computer Operations	4	38	
14	Working Conditions	7	60	
15	Physical Demand	2	8	
TOTAL VALUE			912	

SIGNED: _____



July 31, 2017

TO: JESAP/Personnel/Finance Committee

Due to reorganization and other unforeseen needs within the Sheriff's Office, I am requesting to make the following changes in the 2017 budget involving existing personnel positions. I would like to use the unused funds from the Sheriff's Office open position salary sweep to cover the budgetary difference some of these requests will create.

1. I request to change the existing FTE Cook Supervisor position to a Human Resources Administrator – Sheriff position – Grade 19

Budget/Position Number - 3017.418.112

This position is currently budgeted in 2017 for an hourly rate of \$17.23 and has been open since March 16, 2017. The base of a Grade 19 is \$19.00 and the midpoint is \$21.11. I request this position be approved for a salary up to the midpoint, dependent upon the applicant's experience. This position would be an exempt position. I hope to find a qualified applicant to fill this position interdepartmentally.

2. I request to change one existing FTE Deputy First Class position to a Network and Computer Administrator position – Grade 24.

Budget/Position Number - 3017.418.218

This position is currently budgeted in 2017 for an hourly rate of \$17.70 and has been open since July 10, 2017. The base of a Grade 24 is \$24.93 and the midpoint is \$28.66. I request this position be approved for a salary up to the midpoint, dependent upon the applicant's experience. This position would be an exempt position. I hope to find a qualified applicant to fill this position interdepartmentally.

3. I request to change the existing FTE "Sheriff's IT Manager" position to a "Technology Director" position – Unclassified.

Budget/Position Number - 3017.418.300

Jak Kimball is currently in this position and he would remain in this position. This position is currently budgeted in 2017 for an hourly rate of \$26.71. This unclassified position would be changed from non-exempt to exempt and due to Mr. Kimball's experience, responsibilities and tenure I request his yearly salary be placed at \$69,500.

4. I would like to use three existing FTE Deputy First Class positions and change them to Corporal positions.

Budget/Position Numbers (currently budgeted hourly rate)

3017.418.206 (\$15.43) / 3017.418.211 (\$17.35) / 3017.418.225 (\$16.20)

The employees in these positions would be used for the increasingly specialized and demanding court liaison responsibilities.

5. I would like to rename the existing Detention DFC positions to “ADO/DFC Flex-Slot” positions
 - a. All of these DFC positions are already budgeted at the higher DFC rate so they would not have an increase in budget.
 - b. The only reason for this change is for administrative housekeeping involving paperwork when we have movement within current ADO/DFC Flex Slots. It will allow us to keep a person in the same slot if they’re moving from ADO to DFC.

Budget/Position Numbers:

3017.418.200	3017.418.213	3017.418.226	3017.418.238	3017.418.250	3017.418.261	3017.418.421
3017.418.201	3017.418.214	3017.418.227	3017.418.239	3017.418.251	3017.418.262	3017.418.429
3017.418.202	3017.418.215	3017.418.228	3017.418.240	3017.418.252	3017.418.401	3017.418.436
3017.418.203	3017.418.216	3017.418.229	3017.418.241	3017.418.253	3017.418.403	3017.418.438
3017.418.204	3017.418.217	3017.418.230	3017.418.242	3017.418.254	3017.418.406	3017.418.443
3017.418.205	3017.418.219	3017.418.231	3017.418.244	3017.418.255	3017.418.407	3017.418.447
3017.418.207	3017.418.220	3017.418.232	3017.418.245	3017.418.256	3017.418.408	3017.418.492
3017.418.208	3017.418.221	3017.418.233	3017.418.246	3017.418.257	3017.418.413	3017.418.495
3017.418.209	3017.418.222	3017.418.234	3017.418.247	3017.418.258	3017.418.418	3017.418.496
3017.418.210	3017.418.223	3017.418.235	3017.418.248	3017.418.259	3017.418.419	3017.418.497
3017.418.212	3017.418.224	3017.418.236	3017.418.249	3017.418.260	3017.418.420	3017.418.499
		3017.418.237				

Thank you for your consideration.

Respectfully,



Tim Helder
Sheriff

Washington County Human Resources Administrator - Sheriff Job Description

Job Code: 19
Exempt: Yes
Department: Sheriff
Reports To Public Relations Director / Personnel Manager
Location: Sheriff's Office
Date Prepared: July 23, 2017
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Human Resources Administrator - Sheriff provides day-to-day administrative support to the Public Relations Director / Personnel Manager and Sheriff's Office HR functions for more than 300 employees. The HR Administrator - Sheriff provides HR services to directors, managers and staff within the organization, advising employees on personnel policies and Washington County Ordinances. The HR Administrator - Sheriff also acts as the Benefits Administrator for the Washington County Sheriff's Office with responsibilities including authorizing payments, managing employee enrollments, and making benefit recommendations. This individual provides daily support and guidance for the Sheriff's Office HR department and assumes all HR responsibilities of the PR Director / Personnel Manager in the Director's absence. This position works closely and equally with the Washington County Human Resources Department regarding HR functions to ensure critical information and data is processed within shared systems accurately and in a timely manner. Accuracy is of the utmost importance in this position because errors could negatively affect both monetarily and in other ways, Washington County Sheriff's Office employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under direction of the PR Director / Personnel Manager, the Human Resources Administrator - Sheriff plans, organizes, and coordinates all Sheriff's Office HR functions;.
2. The Sheriff's Office Human Resources Administrator - Sheriff offers HR generalist services and support, and provides administration for insurance, benefits, new employee payroll set-up, the hiring process, unemployment, worker's compensation and other human resources areas;.
3. Conduct background checks, motor vehicle record checks, and reference checks in a timely manner;.
4. Assist the PR Director / Personnel Manager with monitoring, directing and providing support for the County's Job Evaluation and Salary Administration Program when it involves Sheriff's Office employees. Assist in maintaining both paper and electronic JESAP records, including minutes, ratings, and descriptions;.
5. Assist with the collection of Sheriff's Office affirmative action information, explaining processes and preparing annual federal reports as it pertains to the Sheriff's Office;.
6. Prepare, review, interpret, analyze and approve a variety of data, information and reports, and make recommendations based upon the findings;.

7. Assist with tracking and monitoring turnover and other key employment factors. Maintain and monitor position files and make changes according to county ordinances;
8. Counsel applicants and employees on rules, policies, benefits, procedures, and job opportunities. Provide advice and counsel to department heads, managers, and elected official. Consult with legal counsel as appropriate;
9. Research information pertaining to personnel matters such as wage/hour and EEOC laws and guidelines, completion of forms as required by state and federal agencies, dissemination of information to other officers, and general coordination of personnel matters within departments;.
10. Management of Sheriff's Office employee flu, tetanus, TB and Hepatitis B vaccinations and records;.
11. As the Benefits Administrator, coordinate all benefits for Sheriff's Office employees and ensure compliance with applicable laws and policies. Provide enrollment information and forms for health and dental insurance, life insurance, APERS retirement, and all other benefits. Enroll Sheriff's Office employees in insurances and other voluntary deductions, and monitor employee deductions biweekly. Coordinate claims with multiple carriers as needed. Assist in employee benefit appeal requests;.
12. Maintain electronic files for health and life insurance within the online databases, including initial enrollment, updates (such as eligibility changes, address changes, name changes or dependent changes), and terminations;.
13. Order insurance cards, calculate and order insurance refund checks on over-paid accounts, and collect past due funds in accordance with county policies and state and federal regulations;.
14. Answer requests for insurance census information, and other duties requested;.
15. Oversee Sheriff's Office employee retirement processes, including initial requests for retirement information, continuation of health insurance benefits, and post-employment benefits or concerns. Coordinate information with the County Clerk's office to ensure APERS retirement requests are submitted timely and accurately;.
16. Oversee all FMLA processes for the Sheriff's Office, ensuring compliance with federal guidelines. Oversight will include notifying employees of potential FMLA rights, processing requests for FMLA, making FMLA determinations, and designating time. In addition, it will be necessary to coordinate with appropriate supervisors, correspond with employees on leave, maintain FMLA files, and audit employee time records to ensure accurate FMLA recording. Ensure that all steps are taken from FMLA request to closing. When necessary, submit FMLA denials to employees with an explanation of the reasons for denial;.
17. Coordinate with Washington County HR in organizing annual employee Health Fair, including planning, scheduling, coordinating with vendors, publicizing, and hosting the event;.
18. Organize annual Open Enrollment for Sheriff's Office employees, including planning, scheduling, coordinating with Washington County HR and vendors, publicizing and hosting the event. Ensure that open enrollment elections are updated in a timely manner, and records accurately maintained;.
19. Coordination and management of Workers Compensation program for Sheriff's Office employees. Coordination of COBRA processes for Sheriff's Office employees; In the absence of the PR Director /

Personnel Manager, respond to Freedom of Information Act requests, media requests, and investigations if it relates to Sheriff's Office HR responsibilities;

20. Manage Sheriff's Office employee grievance matters according to Washington County Policy; Coordinate all payroll process as it relates to Sheriff's Office HR responsibilities, and be available on an on-call basis for payroll if needed;.

21. Assist in the selection and maintenance of office equipment and computer systems. Make suggestions for changes to computer processes, online tools, and Washington County Webpage maintenance; Along with or in absence of the PR Director / Personnel Manager, must be able to represent Sheriff's Office HR department at JESAP Committee, Personnel Committee, Finance Committee, Budget Committee and Quorum Court;.

22. Conduct monthly bill reconciliation and remittance for all insurance invoices; Conduct training sessions for Sheriff's Office employees as needed; Assist with management of the Sheriff's Office keyless door locking system, which can affect the safety and security of Sheriff's Office buildings because it controls access to highly secure areas, including the Detention Property Room, which contains personal belongings, including money and other valuables, of all detainees held at the detention center;.

23. Administer testing and ensure Sheriff's Office personnel are compliant with the FBI's Criminal Justice Information Services (CJIS) security requirements; Conduct regular audits of employee training records, Arkansas Law Enforcement Standards files and gun qualifications to ensure accuracy and compliance with law enforcement standards regulations and state law;.

24. Maintain and foster positive and harmonious working relationships with those contacted in the course of work in keeping with Sheriff's Office objectives. Responsible for maintaining professional working relations with applicants, visitors, callers, business professionals, other county departments, area law enforcement agencies and the community at large; Assist Sheriff and Staff with preparation of multi-million dollar budget;.

25. Assist with the maintenance of all confidential personnel and training records, and ensure the accuracy of all Sheriff's Office law enforcement employee training files (over 200) in accordance with state law and Arkansas Commission on Law Enforcement Standards and Training regulations. Accuracy of these records is paramount because they affect the ability of law enforcement officers to carry a weapon, enforce laws and perform the duties of a law enforcement officer within the state of Arkansas. If records are not properly maintained, it could also affect the prosecution and/or conviction of anyone arrested by the law enforcement officer;.

26. 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

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training, and 2 years 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. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

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

PHR Certification preferred.

SOFTWARE SKILLS REQUIRED

Not indicated.

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; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

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; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. 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: Human Resources - Sheriff's Office; Supervise and give direction to part time staff within the department.

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 \$150,000 to \$1,000,000.

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

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

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, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for 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, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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 usually moderate.

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.

While performing the functions of this job, the employee is regularly required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

The HR Administrator - Sheriff assists the Sheriff and staff with the Sheriff's Office annual budget has the authority to authorize payments on the Washington County Health Insurance fund.

The incumbent must have a through knowledge of all matters pertaining to efficient handling of the office management function of the Sheriff's Office Human Resources Department, since the position either influences or creates personnel policy for the Sheriff's Office. Excellent communication skills, time management skills, and organizational skills are a must. Machine skills include computer, fax machine, copier and calculator. Must be proficient in Microsoft Word, Outlook, and Excel. Adobe Acrobat and Microsoft FrontPage experience preferred.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Human Resources Administrator - Sheriff**
 JOB CODE: **19**

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.	5	165	
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	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.	5	48	
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 6	9	110
		10B 1		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57	
12	Contacts with Employees: Responsibility for effective handling of others.	5	49	
13	Machine-Computer Operations	5	76	
14	Working Conditions	1	4	
15	Physical Demand	2	8	
TOTAL VALUE			906	

SIGNED: _____

Washington County Network & Computer Administrator - Sheriff Job Description

Job Code:	24
Exempt:	Yes
Department:	Sheriff
Reports To	Technology Director - Sheriff
Location:	Sheriff's Office
Date Prepared:	July 23, 2017
Date Revised:	July 27, 2017

GENERAL DESCRIPTION OF POSITION

Install and maintain all network components throughout the Sheriff's Office and Detention Center. Analyze needs and determine structure of all network systems and servers. Install and maintain back-office systems including database and application servers. Assist with operational problems at the server application level and user level. Help the Systems Support Team to install and maintain desktop hardware and software.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Consult and assist on County-wide projects that relate to Information Technology.
2. Perform hardware installation and maintenance.
3. Maintain backups of all network systems.
4. Provide assistance and detailed implementation of purchased software packages.
5. Maintain virus checking software on all network file servers.
6. Install new software upgrades on servers and all network hardware.
7. Assist in the design, selection and installation of all networking systems.
8. Monitor and review server operations and recommend any needed changes.
9. Assist in problem analysis for operator, software, or hardware errors.
10. Verify appropriate hardware/software levels on County computers and network servers.
11. Determine proper hardware/software based on present and future needs.
12. Verify County compliance with software licensing rules.
13. Perform or delegate network administrator duties.
14. Assess available hardware/software in anticipation of need.
15. 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 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Experience with network and computer systems.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Microsoft and Cisco certifications recommended.

SOFTWARE SKILLS REQUIRED

Advanced: Contact Management, Database

Intermediate: Programming Languages, Spreadsheet

Basic: Presentation/PowerPoint, 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

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. 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

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

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

Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Computer senior software programming, debug problem detection, database analyst ii, network development, and senior project manager.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

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.

While performing the functions of this job, the employee is frequently exposed to risk of electrical shock; and .The noise level in the work environment is usually moderate.

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.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms; frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to talk or hear. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Not indicated.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Network & Computer Administrator - Sheriff**
 JOB CODE: **24**

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.	8	315	
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.	5	70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7	200	
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.	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 6	9	110
		10B 1		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	1	9	
12	Contacts with Employees: Responsibility for effective handling of others.	4	38	
13	Machine-Computer Operations	11	345	
14	Working Conditions	3	18	
15	Physical Demand	3	13	
TOTAL VALUE			1439	

SIGNED: _____

WASHINGTON COUNTY

Job Description

JOB TITLE: Technology Director - Sheriff

Exempt (Y/N): Yes

DEPARTMENT: Sheriff

DATE PREPARED: July 2017

SUPERVISOR: Chief Deputy

SUMMARY:

The Technology Director is responsible for the continued operation and maintenance of all Information and Technology concerns for the Washington County Sheriff's Office. The Technology Director is responsible for the creation of goals and objectives for the Technology Department and the management of the budget to support those goals and objectives. The Technology Director is responsible for the installation and maintenance of all network components throughout the Sheriff's Office and Detention Center, and the analysis needed to determine structure of all network systems and servers. Manages, evaluates, and provides direction to the Technology Staff and coordinates and directs job activities of all staff to ensure continued success. Offer direction, support and assistance through the Technology Staff for Sheriff's Office Technology networking, telephone systems, training, internal systems operations, help desk administration, security, business continuity and asset management. Install and maintain back-office systems including database and application servers. Assist with operational problems at the server, application and user level. Provide direction and assistance to the Technology Staff to install and maintain desktop hardware and software.

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

1. Consult and assist on County-wide projects that relate to Information Technology.
2. Perform hardware installation and maintenance as required.
3. Assist in the planning and implementation of additions, deletions and major modifications to the Sheriff's Office and Detention Center's network infrastructure.
4. Provide assistance and direction on all purchases relating to information technology, while building and maintaining vendor relationships.
5. Recommend and maintain antivirus, spam and malware software on all network devices
6. Recommend and install new software upgrades, security patches, and critical updates on servers and all network devices as required.
7. Architect and implement the county's systems. Supervise help desk, and support teams as needed. Oversee policy as they relate to backups, retention and disaster recovery.
8. Ensuring operation management and monitoring of systems providing recommend as needed.
9. Assist in problem analysis for operator, software, or hardware errors. Interact with internal County Elected Officials, department supervisors and staff on all levels to help resolve IT-related issues and provide answers in a timely manner.

10. Verify and recommend appropriate hardware/software levels on computers and network servers.
11. Assess and recommend proper hardware/software based on present and identified future needs. Ensure that information systems assets are maintained responsibly.
12. Verify County compliance with software licensing rules.
13. Perform all network administrator duties.
14. Possess the ability to communicate in written and verbal form with all levels of County government and provide board level presentations as required.
15. Maintain professionalism, good attitude, and appropriate behavior with Washington County personnel and citizens.
16. Perform any other related duties as required or assigned.
17. Complete various special reports, including all necessary Technology inventory related reports.

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:

Formal Training and work experience including but not limited to Microsoft SQL Server, Microsoft Exchange, Active Directory, Server Virtualization and Server Imaging Applications. Bachelor's Degree in Information Technology or a related field, or equivalent technical training, plus ten (10) years related experience and/or training and five (5) years of project management experience.

SUPERVISION:

Ability to prioritize short and long range goals, and objectives. Required to supervise, train, and evaluate technical assistants who will perform the majority of the routine related technical work required by this department. 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 subordinates, all performing basically the same type of work.

COMPREHENSION AND CRITICAL THINKING SKILLS:

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

MENTAL DEMAND & DECISION MAKING:

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. 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. Perform work operations which permit frequent opportunity for decision-making of minor & major importance, either of which would affect the work operations of organizational components and the organization's clientele.

ANALYTICAL ABILITY / PROBLEM SOLVING:

High order of analytical, interpretive, and constructive thinking in varied situations covering multiple areas of the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

Microsoft servers and applications to include SQL, Exchange, Server 2003/2008. Cisco network equipment to include switches and firewall. Telecommunication equipment both PBX and VOIP.

PUBLIC CONTACT:

Occasional routine contact with persons outside the organization. This would include contact with vendors, utility providers, mail service, media personal etc.

EMPLOYEE CONTACT:

Contact of considerable importance within the department or office, such as those required in coordination of effort, or frequent contact with user departments or offices, generally in normal daily course of performing duties. Requires tact and diplomacy in discussing problems and presenting data and making recommendations. Communication with Elected Officials and Department Supervisors.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Microsoft Certified System Engineer, Microsoft Certified IT Professional in enterprise and system administration,

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS:

Microsoft and Cisco certifications recommended.

SOFTWARE SKILLS REQUIRED:

Advanced: Database Management, Network Management, Active Directory Administration
Intermediate: Exchange, Security, Telephony
Basic: Presentation/PowerPoint, Word Processing/Typing, Excel

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.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms; frequently required to walk, sit,

climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to talk or hear. The employee must occasionally lift and/or move up to 75 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

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.

While performing the functions of this job, the employee is frequently exposed to risk of electrical shock; and.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION:

- Provides exclusive technical support for more than 300 full time Sheriff's Office Employees and approximately 40 Sheriff's Contract Employees, who all use computers daily in their work activity.
- Provides software support for Sheriff's Software to an additional 150 people from other county offices and city departments.
- Supports and manages 200 Workstations, 75 of those require manual management because they are not attached to the domain and/or network.
- Included are 43 Mobile Computer Terminals installed in Patrol vehicles along with cellular modems for communications
- Secondary support for over 125 mobile devices (iphones and androids)
- Supports 90 network devices that communicate with Sheriff's servers for Police video and audio.
- Provides support for 150 office land-line telephones including 911 dispatch center
- All support is for 24-7 operation.
- IT Staff is on-call 24-7.
- Sheriff's IT exclusively supports just over half of the full time county employees and approximately 1/3 of the workstations owned by the county.

Information Systems Director

Job Description and Qualifications:						
Responsible for the planning, developing, implementing, administration, and evaluation of cost-effective state-of-the-art information technology services; oversees network operations, website management, records/imaging systems and several department specific software applications; seeks to increase efficiency and productivity through technology throughout the City; requires Bachelor's degree in Computer Science or a related area, five (5) years of experience in mainframe computer programming, plus working with various suites of software packages.						
CITY	Population	# of Authorized Employees	Average Annual Salary	Salary Range		
				Minimum	Midpoint	Maximum
Little Rock	193,524	1	\$121,800	\$97,440	\$121,800	\$146,160
Fort Smith	88,000					
Fayetteville	80,000	1	\$99,029	\$79,223	\$99,029	\$118,835
Jonesboro	72,710	1	\$79,792	\$63,834	\$79,792	\$95,750
Springdale	70,747	1	\$82,999	\$66,399	\$82,999	\$99,599
North Little Rock	66,810	2	\$75,190	\$60,152	\$75,190	\$90,228
Rogers	61,464	1	\$88,733	\$70,986	\$88,733	\$106,480
Conway	58,908	1	\$60,000	\$48,000	\$60,000	\$72,000
Pine Bluff	49,081	1	\$52,913	\$42,330	\$52,913	\$63,496
Bentonville	45,000	1	\$88,795	\$71,036	\$88,795	\$106,554
Hot Springs	35,193	1	\$97,198	\$77,758	\$97,198	\$116,638
Benton	33,155					
Bella Vista	30,000					
Texarkana	29,971					
Sherwood	29,755	1	\$86,432	\$69,146	\$86,432	\$103,718
Jacksonville	28,808	1	\$56,100	\$44,880	\$56,100	\$67,320
Russellville	27,920	1	\$56,650	\$45,320	\$56,650	\$67,980
Paragould	26,113	1	\$50,784	\$40,627	\$50,784	\$60,941
West Memphis	25,544	1	\$72,776	\$58,220	\$72,776	\$87,331
Cabot	24,000	1	\$60,684	\$48,547	\$60,684	\$72,821
Van Buren	22,791					
Maumelle	17,163					
Bryant	16,688	1	\$79,661	\$63,729	\$79,661	\$95,593
Blytheville	15,384					
Forrest City	15,371					
Siloam Springs	15,039	1	\$78,223	\$62,578	\$78,223	\$93,868
Harrison	12,943					
Mountain Home	12,448					
Marion	12,345					
Helena-West Helena	12,282					
Camden	12,183					
Magnolia	11,777					
Arkadelphia	10,649					
Malvern	10,318	1	\$44,000	\$35,200	\$44,000	\$52,800
Batesville	10,248					
Hope	10,016					
AVERAGES by Population Group						
Overall		1.05	\$75,356	\$60,285	\$75,356	\$90,427
45,000+		1.11	\$83,250	\$66,600	\$83,250	\$99,900
20,000-44,999		1.00	\$68,661	\$54,928	\$68,661	\$82,393
10,000-20,000		1.00	\$67,295	\$53,836	\$67,295	\$80,754
The range above is calculated using the average annual salaries provided by the participating cities and uses an 80-120 minimum and maximum of the actual average annual salary and may not reflect the actual salary ranges of the cities.						