



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, October 9, 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 of Allegiance
3. Adoption of Agenda
4. Human Resources (4.1)
 - Deputy Director (4.2 – 4.4)
 - Deputy 911 Director (4.5 – 4.7)
 - Assistant County Attorney (4.8 – 4.9)
 - Sheriff's Building Maintenance Manager (4.10 – 4.12)
 - Night Maintenance Manager (4.13 – 4.14)
5. Sick Leave Policy (5.1)
6. Grievance Committee Review (6.1)
7. Other Business: Any other business to be discussed by the Committee will be brought up at this time
8. Public Comments
9. Adjournment

JOSEPH K. WOOD
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

October 6, 2017

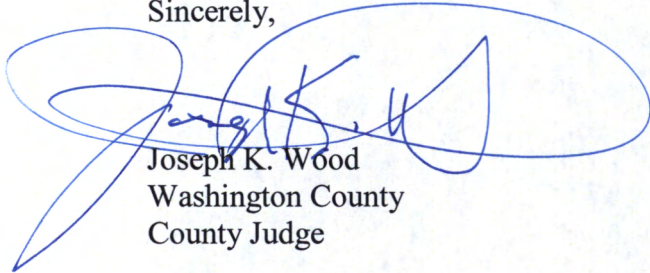
Members of the JESAP/Personnel Committees,

1. The 911/Emergency Management office has had to amend the duties performed the *DEM Support Coordinator* and the *911 Deputy Coordinator* so that the job descriptions more accurately reflect what occurs in the performance of their duties. Both positions haven't been reviewed since 2014 and 2007, respectively. As a result of a reevaluation, the DEM Support Coordinator position re-rated from a Grade 12 to a Grade 18. Similarly, the 911 Deputy Coordinator position re-rated from a Grade 16 to a Grade 18. Both positions have been renamed: one is the *Deputy Director (Emergency Operations Center and Educator)* and the other as the *Deputy 911 Director*. The new job descriptions better align with the roles being carried out. There are no funding requirements for these changes.
2. The Paralegal position has changed significantly since its last review in that it now oversees the role of reviewing permitting requirements for the Road Department and all the attendant procedural and research requirements related to ensuring that proper documentation has been submitted before many of the Road Department's activities can commence. In addition, the position assists the County Attorney in the performance of his duties. Due to the increasingly complex nature of the work being conducted and to better reflect the contribution expected of this position, it was re-rated from a Grade 14 to a Grade 19. In addition, it now named the *Assistant County Attorney*. There are no funding requirements for this position.
3. The Maintenance Technician Lead Trainer for the Sheriff's Office has nominally been under the Building & Grounds department – even though this team works exclusively in servicing buildings within the Sheriff's Office. The intention is for the funding that underpins this and another position will migrate to the Sheriff's Office so that the direction it receives is consistent with the where all the work is being done. With the addition of managerial and project management responsibilities, there was a need for the position to be updated (it was last reviewed in 2011). It has moved from a Grade 18 to a Grade 21. It is now named the *Building Maintenance Manager* position. There are no funding requirements for this position.

4. Up to now, the Building & Grounds Director has been encumbered by all issues arising from his janitorial staff (ad hoc operational issues, personnel matters, maintenance emergencies, etc) that normally would be handled by an operational manager dedicated to issues like these. As a result, a new position has been created to address this need and it is a Grade 21 and is to be called a *Night Maintenance Manager*. There are no funding requirements for this position.

Thank you for your consideration.

Sincerely,



Joseph K. Wood
Washington County
County Judge

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Washington County is an Equal Employment Opportunity Employer M/F/D/V

Washington County
DEM-911 Support Coordinator/Office Manager
Proposed: Deputy Director EOC / Educator
Job Description

Job Code: 14
Exempt: No
Department: DEM/911
Reports To: Director DEM/911
Location:
Date Prepared: August 22, 2017
Date Revised:

GENERAL DESCRIPTION OF POSITION

Operates under the Director of Emergency Services and is responsible for assisting the Director for the organizations and administration of a civil preparedness program designed to protect the population, as well as public and private property in the jurisdiction for which he/she is assigned. Incumbent will serve as a manager of the Emergency Operations Center to include activation of the EOC and will assist and support the Director with all EOC operations. The incumbent is responsible for assisting the Director in coordination of the operations of all government and non-governmental forces, including serving as an alternate Point of Contact for the Department of Homeland Security, FEMA, ADEM, EPA, State Police and local Law Enforcement, local Fire Departments, Emergency Response Personnel, and all Elected Officials and municipal offices in the event of an emergency. Incumbent will assist the Director with response to emergencies and natural or man-made disasters, as needed. Will also assist and support the Director in serving as Fire Service Coordinator, LEPC Coordinator, and Washington County Safety Coordinator. The incumbent will serve as a public educator, provide general administrative support for each department, initiate and install new ideas for efficient operations, and ensure that all office functions are performed in a professional and timely manner to maintain office continuity. Additionally, incumbent will assist with all Grants received in the department. The incumbent is essentially the 'gatekeeper' for the DEM/911 Office. This individual will ensure that each situation is handled according to County, State and Federal policies and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Deputy Director EOC / Educator will assist the Director with response to emergencies and natural or man-made disasters, as needed.
2. Responsible for maintaining and supporting Emergency Operations Center functions, day-to-day and during activation.
3. Assist in maintaining policies, procedures, standard operating procedures, and interprets and explains policies, programs, and services.
4. Assist in developing, reviewing, and implementing the County Emergency Operations Plan, Emergency Action Plan, Continuity of Operations Plan, and Hazard Mitigation Plan.
5. Responsible for Emergency Management Performance Grant; grant management request, expenditure documentation, inventory, reimbursement request, quarterly reports, cooperation with Washington County Grants Office, and coordination with local, state, and federal requirements.
6. Conduct training (A.L.I.C.E. - Alert Lockdown Inform Counter Evacuate) for Washington County employees, School Districts, volunteers in Washington County.

7. Responsible for assisting Director in completing Payroll for each pay period and completing payroll for all DEM/911 employees in Directors absence.
8. Must complete basic professional and technical emergency management training. Maintain a level or proficiency and competence through periodic attendance of workshops, seminars, and professional development and technical training courses.
9. Prepare required quarterly statement of work to the Arkansas Department of Emergency Management and in turn to the Federal Emergency Management Agency. Prepares quarterly activity reports for submission to appropriate agencies.
10. Responsible for collecting and maintaining SARA Title II (Tier II) Hazardous Materials reports and data base for Tier II reporting.
11. Incumbent will serve as Local Emergency Planning Committee Coordinator
12. Prepare for Quarterly Fire Association which includes sending notice, creating agenda, handouts, secure guest speakers, prepare packets, and copying map book updates for appropriate destination. Post Meeting– Prepare minutes, complete updates, and update distribution of funds worksheet.
13. Process P-Card statements for DEM/911 staff monthly, working closely with Comptroller's Office.
14. Serve as the Administrator/Director for the Medical Reserve Corp. Facilitate and prepare for all MRC functions, meetings, and activations.
15. Develop ID badges and ID badging for Washington County emergency service providers; Law Enforcement, Rural Fire Departments, Medical Reserve Corp., Search & Rescue, Central EMS, and the University of Arkansas.
16. Maintain database for Storm Shelters located in Washington County; mapping, database, rebate program, and tracking.
17. Resolve problems and deal with customers in a professional manner. Answer telephones, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
18. Perform managerial duties to include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents, billing records, and help in the building and maintenance of all databases. This function is based on department heads turning all necessary information in to complete task according to time schedule.
19. Maintain office files and office equipment in an accurate/efficient manner, in working condition. Call for service and/or repair, as required.
20. Maintain adequate supplies for the office. Obtain purchase orders as needed. Reorder as necessary.
21. Receive, review, and follow-up on various reports/printouts, etc. Assist with Grant record keeping activities.
22. Create and send mailings to Fire Departments, LEPC and local PSAP's asrequired.
23. Prepare for LEPC Meetings, which includes sending notice of meetings two weeks prior to meeting

date, create agenda, prepare packets of information to be discussed and update nametags. Take and transcribe minutes for the LEPC meeting and maintain updated roster.

24. Create and send press releases for Director, as needed.
25. Fill out, fax, and file 911 tape request release forms.
26. Receive and give receipts for map book fees and collect address updates from cities. Copy and bind map books.
27. Maintain current county-wide badging system for Emergency Management Department and coordinate with all emergency response agencies in Washington County. This includes state and local agencies.
28. Maintain current roster and workers comp information for of all rural fire department, RACES, WCUSAR, SAR, and MRC members
29. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies and ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
30. 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.

1. Hazardous Materials Operations Level I & II Certification (refreshers as needed)
2. Professional Development Series:
 - a. Introduction to Incident Command System IS-100
 - b. Single Resources and Initial Incident Actions IS-200
 - c. An Introduction to Exercises IS-120
 - c. Principles of Emergency Management IS-230
 - d. Emergency Planning IS-235
 - e. Leadership and Influence IS-240
 - f. Decision Making and Problem Solving IS-241
 - g. Effective Communication IS-242
 - h. Developing and Managing Volunteers IS-244
 - i. Exercise Design IS-139
3. Intermediate ICS for Expanding Incidents IS-300
5. Advanced ICS for Command and General Staff IS-400
4. ICS Basic, Intermediate, and Advanced
5. NIMS IS-700 & 800
6. Homeland Security Exercise Evaluation Program L0146 HSEEP
7. Attend annually, the AMEA Conference, IAEM Conference, and NENA/APCO Conference and other conferences as presented and required by the Director.
8. A.L.I.C.E Instructor Certification

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. Plus 5 years related experience and/or training and 2 years of management related experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Incumbent must be able to effectively communicate with the general public, other departments, emergency services agencies/responders and volunteers.

Ability to write reports, business correspondence, and policy/procedure manuals. Must also possess the ability to effectively present information and respond to questions from groups of managers, responders, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs is necessary.

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. Ability to work under pressure and time constraints while making sound decisions and operating during critical incidents/natural and man-made disasters.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

See 'Qualifications' above.

SOFTWARE SKILLS REQUIRED

Intermediate and/or Advanced: Accounting, Alphanumeric Data Entry, Contact Management, Database, Payroll Systems, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Basic: 10-Key

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

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; the latter of which would affect the work operations of other employees and/or responders/community 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 responsibilities in accordance with the organizations policies and applicable laws. Responsibilities may include but not limited to: assisting in interviewing, hiring, and training new employees, interns, and volunteers. Duties to include planning, assigning, and directing work. This employee will coordinate projects with various employees in and around Washington County and surrounding areas, as well as volunteer units of the DEM Office.

Directly supervises 1-3 Internship positions and volunteer members which are part of the Medical Reserve Corp and LEPC. Assigns and checks work, assists and instructs as required. Performs mid-term review of internships and final report of completed internship; to be submitted to the appropriate college and/or university.

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 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

Medium: Impact range from \$1MM to \$10MM. Assets/Budget/Grants

Responsible for securing the Emergency Management Performance Grant award for Fiscal Year, awarded to Arkansas Department of Emergency Management from FEMA. The EMPG awarded distribution to Washington County DEM is in the amount of \$76,895.15, currently.

Responsible to assist with DEM budget of \$300,000.00. Assets totaling beyond \$3,000,000.

IMPACT OF JOB ON END RESULTS

Moderate impact. Job has a definite impact on the organizations end results. Occasionally participates with others in taking action for a department and/or total organization. Provides assistance and support services that facilitates decision making by others.

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

Periodically exposed to such elements such 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. Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening working conditions exist; natural and/or man-made disasters and incidents. Weather conditions of varying degrees and conditions; rain, snow, wind, heat, etc. Natural disasters such as those caused by a tornado, flood, fire, ice/snow, earthquake, etc.

The noise level in the work environment is usually moderate. May be low-high at times however.

PHYSICAL DEMAND

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 sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Job Duties

Medical Reserve Corps (MRC)

- Schedules and facilitates monthly meetings
- Coordinates and attend volunteer member trainings (Incident Command System modules, First Responder, Ham Radio, and CPR) and community events to provide firstaid.
- Maintains volunteer contact information for workers' compensation
- Administrator for NACCHO Grants: Apply for the grant, create budget, acquired equipment and maintains inventory.
- Maintains multiple MRC grant budgets
- Promotes MRC with public speaking engagements and establishing community partners

Assist the 9-1-1 Deputy Director with the following:

- Reviews accuracy and completeness of 9-1-1 address applications
- Assigns official 9-1-1 addresses
- Send out new address notifications to post offices, utility companies and owners.
- Edits ArcGIS software layers to reflect current data (addresses & storm shelter registry)
- Creates maps to client specifications (Johnson FD storm shelters, School Districts, Wal-Mart event map)
- Updates and maintains all 9-1-1 addressing documentation (paper, electronic, GIS database)
- Verifies addresses for the citizens, Washington County Planning Department, banks, title companies, as requested.

Emergency Management Performance Grant (EMPG)

- Completes quarterly reports of Emergency Management (EM) staff activities, required full-scale, tabletop, or functional exercises, and FEMA Incident Command System modules.
- Organizes invoices into EMPG approved structure and properly code to the Department of Homeland Security authorized equipment list specifications for reimbursement of funds from FEMA to Washington County, quarterly.
- Obtains signatures, from OEM Director and County Clerk, and then distributes final copy to the Arkansas Department of Emergency Management for approval, reimbursement, and official reporting.

Exercises (Full-Scales, Tabletop, Functional)

- Coordinates exercise design including injects, PowerPoints, handout packets and maps.
- Prepares and completes the required After Action Reports, which are submitted to the Arkansas Department of Emergency Management for approval.
- Coordinates the schedule for attendance of each exercise

Social Media

- Manages/Maintains social media accounts for DEM/911
- Provide employees, emergency service providers, and the public with pertinent information related to current events and disasters

Database Management:

Administrator:

1. Code RED

- Maintain internal notification contact list for all WC Emergency Response Teams
- Maintain Code RED Weather Warnings for all WC offices and WC citizens
- Sends out quarterly notifications, using Code RED, to WC employees offices with emergency and/or non-emergency launch calls, and monthly test pages

2. Web EOC/Rhodium

- These are online communication platforms for Emergency Management, Emergency Response Teams, Fire, Law Enforcement, EMS services and other public safety agencies used during planned events, natural disasters, and/or man-made disasters
- Create and monitor the event and assign usernames and passwords to authorized partners.

Finances:

- Processes Haz-Mat invoices, billed as a result of a hazmat incident with response from Fayetteville Fire Dept. or Springdale Fire Dept.
- Processes 9-1-1 & DEM monthly p-card statements in SunGard
- Processes 9-1-1 & DEM monthly line item transactions
- Creates purchase orders
- Organizes filing system of all statements and invoices
- Handles monthly 9-1-1 tax surcharge checks, around \$30,000 monthly, with County Treasurer

General:

- Assist Director in coordination with FEMA, SBA, ADEM, County Judge, and Mayors during disasters
- Provide support and coordination with special projects that arise. Ex. 2020 Census
- Assists the HR Department and AAC with workers comp claims from emergency responders
- Intern management (supervise and assign daily work)

- Schedule custodial needs/facilitate building maintenance and maintain HUB Manager System.
- Maintain calendars as required.
- Keep an up-to-date working knowledge of the activities and actions of each department.
- Purchases office supplies as needed
- Assists with payroll and maintaining files
- Public speaking engagements {Smart911, DEM, MRC, Schools, Civic Clubs, etc.}
- Attends and participates on various committees (Resilient Children Resilient Communities, Community Resilience Coalition)
- Processes annual ACT 883 Grant Applications for Volunteer Fire Departments
- Retains contact information for all WC Volunteer Fire Departments
- Assist Director with operating EOC Facilities during emergency/disaster and as needed

WASHINGTON COUNTY
Job Evaluation

DEM-911 Support Coordinator
Office Manager

JOB TITLE: Deputy Director EOC / Educator

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	5	8	89
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	5	165
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
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.	4	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	1	10
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	4	5	48
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.	6	9	110
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> :	2	2	12
15	<u>Physical Demand</u> :	3	3	13
		557		866
	<u>Washington County Salary Grade Level</u>	12		18

Signed: _____

Date: August 30, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Deputy Director EOC / Educator**

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.	3	32	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5	36
		4B 4		
		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 5	9	110
		10B 2		
		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	2	12	
15	Physical Demand	3	13	
TOTAL VALUE			866	

SIGNED: _____

WASHINGTON COUNTY
Job Description

JOB TITLE: 9-1-1 Deputy Director

Exempt (Y/N): No

DEPARTMENT: 9-1-1 Operations

DATE PREPARED: August, 2007

SUPERVISOR: 9-1-1 Director

SUMMARY:

The 9-1-1 Deputy Coordinator is responsible for the Hardware and Software required to place and receive 911 calls in Washington County. As well as day to day operations including assigning, updating, recording and distributing information regarding 9-1-1 addresses, street names, subdivisions, Emergency Service Boundaries including Auto Aid Areas, Annexations, school district boundaries, and voting precinct boundaries to proper agencies. The incumbent is required to digitally plot new streets and roads with proper addressing ranges and assign 9-1-1 addresses in the county and most small towns, notify proper agencies and the customer ensuring accurate data.

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

1. Develop, implement and maintain technology systems to enable a functional modern 911 network
2. Coordinate hardware maintenance and upgrades to existing 911 equipment. Ensure compliance with all state and federal guidelines.
3. With the Director manages the \$745,000 annual budget for Washington County 911 Operations. Plans for future projects and prepares budget documentation.
4. Assign and update 9-1-1 addresses. Record new addresses on digital maps and relational database. Field verify addresses as required.
5. Plot new streets and address new subdivisions and work with cities to re-address annexed areas.
6. Perform project management concerning GIS and 911 Operations
7. Update County Master Street Address Guide as required. Work with cities and postal service to avoid street name duplications and incorrect addresses.
8. Stay current with the planning and research principles and practices of GIS.
9. Must have comprehensive technical knowledge of GIS internal structure, maintenance procedures, customization of processes, understanding external interfaces, and knowledge of development trends in GIS mapping.
10. Produce and print maps and/or provide database files for various city and county agencies and offices, school districts, utility companies and for customers as requested.

11. Educate and assist other departments with GIS data creation and map production services.
12. Perform regular backups of electronic files and databases.
13. Prepare correspondence to telephone companies, post offices, emergency response agencies, utility companies and customers.
14. Communicate directly with various emergency service agencies, county and city offices, utility companies and customers. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
15. Assign and coordinate DEM intern projects based on each of the interns' schedules and abilities. Determine which projects have higher priority, and ensure those are completed first.
16. Assume duties of 9-1-1 Director in his absence i.e. taking corrective measures to insure any outages are quickly repaired and coordinate that the public is made aware of potential long term outages and how to contact emergency service providers during the outage.
17. Respond to after-hours emergencies and disasters as needed to provide mapping and technical support.
18. Perform additional tasks as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to work with minimal supervision. 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.

SUPERVISORY RESPONSIBILITIES:

Supervises small groups of volunteers

RESPONSIBILITY FOR FUNDS, PROPERTY, ETC.

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.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in GIS, Geography or a related field from an accredited college or university or equivalent years of experience. Minimum of 5 years related experience or training. Computer training in: Windows Office, SQL database, Intrado 9-1-1 Net, ESRI Arc Desktop, ESRI ArcSDE, RightCAD, Southern Software CAD. Must have knowledge of a variety of positioning and remote sensing technologies.

OTHER SKILLS and ABILITIES:

The incumbent must be able to work with minimal oversight possess computer skills, digitized mapping skills, and working knowledge of general office equipment. Must possess excellent communication and interpersonal relations skills as lines of communication between 9-1-1 Operations and emergency services providers and customers must be clearly defined to ensure that all procedures are understood. Must have same skills to communicate with other county department heads and elected officials on both city and county level when needed. Must hold valid Arkansas driver's license with a driving record that complies with Washington County Fleet Safety Program.

The 911 Deputy Coordinator will be on call 24/7 in the Directors absence.

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, talk, hear, and use hands to finger, handle, or feel objects/controls. Occasionally, the employee is required to walk both in the office setting and in the field.

The employee must frequently lift and/or move up to 50 pounds.

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that 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.

While performing the duties of this job, the employee is occasionally subjected to outdoor weather conditions(exposure to outdoor heat, cold or inclement weather. The noise level in the work environment is usually moderate.

WASHINGTON COUNTY
Job Evaluation

9-1-1 Deputy
Coordinator

JOB TITLE: 9-1-1 Deputy Director

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	6	8	89
2	<u>Experience:</u> Minimum time to become familiar with management requirements of the job.	1	1	33
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.	5	5	70
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	4	5	48
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.	8	9	110
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	38
13	<u>Machine Operations:</u>	5	6	120
14	<u>Working Conditions:</u>	3	3	18
15	<u>Physical Demand:</u>	2	2	8
		735		861
	<u>Washington County Salary Grade Level</u>	16		18

Signed: _____

Date: August 30, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **9-1-1 Deputy Director**

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.	1	33	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	70	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	6	50
		4B 4		
		4C 4		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0		
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48	
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.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	4	38	
13	Machine-Computer Operations	6	120	
14	Working Conditions	3	18	
15	Physical Demand	2	8	
TOTAL VALUE			861	

SIGNED: _____

Washington County Assistant County Attorney Job Description

Job Code: 19
Exempt: Yes
Department: County Attorney
Reports To: County Attorney
Location: Washington County Courthouse
Date Prepared: October 05, 2017
Date Revised:

GENERAL DESCRIPTION OF POSITION

Responsible for assisting County Attorney with all general legal matters. Ensure that all office functions are performed efficiently, and in a professional and timely manner. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to the County, State and Federal policies and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Draft, type, and file legal documents including transcriptions from dictation, routine affidavits, notices, motions and other pleadings, with little or no supervision.
2. Resolve problems and deal with customers in a professional manner, when required.
3. Perform office duties, which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents.
4. Maintain office files in an accurate and efficient manner; ability to master the electronic filing system of the United States Bankruptcy Court; ability to write, file and disseminate accurately all affidavits of claims and releases of probates.
5. Handle the legal aspects of tax collection, especially as they relate to the Probate division of Circuit Court and the United States Bankruptcy Court.
6. Research and locate various legal documents located in both the Circuit Clerk and County Clerk's filing systems, in all searchable media.
7. Coordinate with the Sheriff on obtaining service and collection of writs.
8. Handle delicate phone calls in a professional manner.
9. Track returned mail and obtain new addresses utilizing various methods including internet searches and searching records located in other county offices.
10. Maintain office equipment in working condition. Put in track-it ticket for service and/or repair as required.
11. Receive, analyze and follow-up on various reports/printouts, etc.
12. Maintain adequate supplies for the office. Reorder as necessary.

13. Answer telephone, direct calls to appropriate person, take messages in polite and efficient manner.
14. Consult with attorneys and other Elected Officials, as well as the general public, seeking advice from the County Attorney, to coordinate timely and effective legal services.
15. Provide assistance to other office staff and perform miscellaneous duties as assigned by supervisor.
16. Perform advanced word processing skills and familiar with legal terms and citations.
17. Maintain County contract spreadsheets.
18. Handle a substantial amount of confidential information in the form of private health and personnel information.
19. Assist and advise county departments with the application, compliance, and implementation of required permits. This includes working with various department heads on various FEMA/ADEM and ARDot requirements/needs; coordinating efforts of employees in making sure all deadlines are properly met with quarterly reports; claims; project manager requests, etc. Working directly with FEMA/ADEM and ARDot project coordinators and staff to gather necessary documentation, set up meetings and site visits, review environmental requirements as it relates to permits, and assist in gathering, creating, and returning all financial documentation required on our projects by required deadlines.
20. Assist Road Superintendent in drafting/updating Road Department policies, job descriptions, and ordinances for department.
21. Review contracts and leases for the road department; researching pertinent ordinances and laws; advise Road Superintendent and Assistant Road Superintendent on legal questions posed during the normal course of business, etc.
22. 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

Professional degree (J.D., Ph.D., M.D., etc), 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 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 write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

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 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 possess a College Degree and a Juris Doctorate from an accredited law school. Must be licensed to practice law in the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, 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; 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

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

Responsibility for work of others: 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 of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

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, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular 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.

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 sit; frequently required to use hands to finger, handle, or feel, talk or hear; 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.

ADDITIONAL INFORMATION

Ability to effectively communicate information and respond to questions, in person-to-person interviews and small groups, as well as in written form. Needs to be able to write clearly and effectively, and possess good oral communication skills in order to present critical information, as well as prepare others to speak.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Assistant County Attorney**
 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.	8	145	
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.	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.	0		
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	3	32	
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	6	120	
14	Working Conditions	1	4	
15	Physical Demand	3	13	
TOTAL VALUE			974	

SIGNED: _____

WASHINGTON COUNTY
Job Description

JOB TITLE: Sheriff's Buildings Maintenance Manager

Exempt (Y/N): Yes

DEPARTMENT: Buildings & Grounds

DATE PREPARED: July 2017

SUPERVISOR: Building Maintenance Director

SUMMARY: The Sheriff's Buildings Maintenance Manager is responsible for the direction and supervision of building maintenance for the Sheriff's Office and Detention Center. The incumbent assists and provides recommendations for the best method of maintaining, repairing, or replacing mechanical and necessary elements of the Sheriff's Office buildings. Also, provides assistance in developing and writing specifications for building and equipment. The incumbent must select the best qualified service companies for repair and maintenance and ensure that service contracts for building maintenance and equipment repair are carried out and performed adequately and efficiently. The incumbent participates in event planning and requires independent judgment, and various degrees of specialization. Oral and written instructions are both received by supervisor and given to subordinates.

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

1. Direct, supervise, and assist in general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of Sheriff's Office and Detention Center equipment to include heating and air-conditioning systems.
2. Oversee Sheriff's Office and Detention Center construction projects, working closely with architects and contractors to protect County interests.
3. Supervise maintenance workers by assigning work and monitoring performance of duties.
4. Prepare specifications for additional or replacement air-conditioning and heating units, plumbing and electrical systems, repairs to the Sheriff's Office and Detention Center, and small construction projects.
5. Purchase supplies and equipment needed to perform duties adhering to County purchasing policy and procedures. Monitor and keep a balanced budget.
6. Determine needs and purchase material, parts, and equipment for proper installation and completion of repairs.
7. Work with contractors to assure that requirements of maintenance agreements are met appropriately.
8. Prepare and maintain department budget.

9. Provide maintenance support for all emergency situations associated with the Sheriff's Office and Detention Center 24 hours a day/seven (7) days a week.
10. Provide technical support to maintenance workers in the repair and maintenance of the Sheriff's Office and Detention Center, heating and air-conditioning units, electrical and plumbing systems and grounds.
11. Provide technical support to maintenance workers in the following specialized equipment in the Sheriff's Office and Detention Center; security systems, locks, kitchen equipment, boilers and laundry equipment. Prepare specifications for additional or replacement specialized equipment in the Sheriff's Office and Detention Center; security systems, locks, kitchen equipment, boilers and laundry equipment.
12. Maintain and troubleshoot detention security systems.
13. Determine whether to perform maintenance projects internally or to obtain outside professional services.
14. Provide maintenance lead instruction for other maintenance staff. Training for jail staff/supervisor on proper use and function of security system, cameras and doors.
15. Coordinate all repairs with jail staff/supervisors.
16. Participate in safety and training programs, as necessary.
17. Perform all maintenance duties in an efficient, safe, and timely manner.

SUPERVISION REQUIRMENTS:

Directly supervises Sheriff's Maintenance Technicians. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

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.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$1,000,000
Buildings and Equipment:	\$27,000,000
TOTAL	\$28,000,000

EDUCATION and/or EXPERIENCE:

High School diploma and or equivalent to two years of college; trade school training and minimum of ten (10) years experience in building trades. The incumbent must possess certification to perform air-conditioning/heating repairs and hold additional training certificates in plumbing, electrical, and locksmithing. Ability to understand and work with complex electronic and computerized security systems. Familiar with and ability to maintain very complex machine hardware/electronics and software programs.

OTHER SKILLS and ABILITIES:

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. The incumbent will be working in close proximity to prisoners. Must be alert to conditions and keep happenings confidential. Should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties. Computer and electronic skills are required.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that 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.

While performing the duties of this job, the employee occasionally works in high, precarious places, near moving mechanical parts, subjected to fumes or airborne particles, and at risk of electrical shock. Also, this individual may be subjected to outdoor weather conditions in the performance of the duties.

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Sheriff's Building Maintenance Manager		Maint. Tech. Lead/Trainer		
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	12	164
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	3	5	165
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	6	50
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	5	79
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	6	100
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	1	10
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	5	7	112
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	9	110
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	4	5	49
13	<u>Machine Operations</u> :	6	5	76
14	<u>Working Conditions</u> :	4	5	32
15	<u>Physical Demand</u> :	5	5	24
		835		1144
	Washington County Salary Grade Level	18		21

Signed: _____

Date: August 21, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Sheriff's Building Maintenance Manager**
 JOB CODE: **21**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	12	164	
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.	4	45	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 5	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.	1	10	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	7	112	
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.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	5	49	
13	Machine-Computer Operations	5	76	
14	Working Conditions	5	32	
15	Physical Demand	5	24	
TOTAL VALUE			1144	

SIGNED: _____

WASHINGTON COUNTY
Job Description

JOB TITLE: Night Maintenance Manager

Exempt (Y/N): Yes

DEPARTMENT: Buildings & Grounds

DATE PREPARED: August 2017

SUPERVISOR: Building Maintenance Director

SUMMARY: The Night Maintenance Manager provides assistance to the Building Maintenance Director in the County Building and Grounds Department in developing and maintaining all County buildings and the maintenance thereof for the citizens of Washington County. Working with the Building Maintenance Director, the incumbent is responsible for the direction and supervision of building maintenance for Washington County. The incumbent assists and provides recommendations for the best method of maintaining, repairing, or replacing mechanical and necessary elements of county buildings. Also, provides assistance in developing and writing specifications for building and equipment. The incumbent must assist in selecting the best qualified service companies for repair and maintenance and ensure that service contracts for building maintenance and equipment repair are carried out and performed adequately and efficiently. The incumbent participates in event planning and requires independent judgment, and various degrees of specialization. Oral and written instructions are both received by supervisor and given to subordinates.

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

1. Direct, supervise, and assist in general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of Washington County equipment to include heating and air-conditioning systems.
2. Assist in overseeing Washington County construction projects, working closely with architects and contractors to protect County interests.
3. Supervise maintenance workers by assigning work and monitoring performance of duties.
4. Prepare specifications for additional or replacement air-conditioning and heating units, plumbing and electrical systems, repairs existing county buildings, and small construction projects.
5. Purchase supplies and equipment needed to perform duties adhering to County purchasing policy and procedures. Monitor and keep a balanced budget.
6. Determine needs and purchase material, parts, and equipment for proper installation and completion of repairs.
7. Work with contractors to assure that requirements of maintenance agreements are met appropriately.

8. Assist in preparing and maintaining department budget.
9. Provide maintenance support for all emergency situations associated with Washington County 24 hours a day/seven (7) days a week.
10. Provide technical support to maintenance workers in the repair and maintenance of County buildings, heating and air-conditioning units, electrical and plumbing systems and grounds.
11. Provide technical support to maintenance workers in the following specialized equipment in all County buildings; security/fire systems, locks, kitchen equipment, fire suppression equipment, boilers and laundry equipment. Prepare specifications for additional or replacement specialized equipment in all County buildings; security systems, locks, kitchen equipment, boilers and laundry equipment.
12. Maintain and troubleshoot County fire systems.
13. Determine whether to perform maintenance projects internally or to obtain outside professional services.
14. Provide maintenance lead instruction for other maintenance staff. Training for other County workers on proper and safe use and function of tractors, boom lifts, and specialized tools.
15. Assist in coordinating all repairs with building/department heads.
16. Participate in safety and training programs, as necessary.
17. Perform all maintenance duties in an efficient, safe, and timely manner.

SUPERVISION REQUIRMENTS:

Directly supervises (4) County Maintenance Technicians, and assists in supervising 2 supervisors that supervise sixteen (10) employees within the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

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.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$2,000,000
Buildings and Equipment:	\$27,000,000
TOTAL	\$28,000,000

EDUCATION and/or EXPERIENCE:

High School diploma or GED; and a minimum of ten (10) years' experience in building trades. Considerable knowledge and experience in the standard practice of building construction, maintenance, electrical, plumbing, air conditioning and other trades pertaining to buildings and structures is required.

In addition, three (3) years of management and/or project management experience or a four (4) year degree is required.

OTHER SKILLS and ABILITIES:

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. Must be alert to conditions and keep happenings confidential. The incumbent should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties. Computer and electronic skills are required.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that 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.

While performing the duties of this job, the employee occasionally works in high, precarious places, near moving mechanical parts, subjected to fumes or airborne particles, and at risk of electrical shock. Also, this individual may be subjected to outdoor weather conditions in the performance of the duties.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Night Maintenance Manager**
 JOB CODE: **21**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	12	164	
2	Experience-Minimum time to become familiar with management requirements of the job.	6	215	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 5	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.	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 6	9	110
		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	3	18	
15	Physical Demand	5	24	
TOTAL VALUE			1187	

SIGNED: _____

Personnel Committee Meeting – September 11, 2017

Amendment to Sick Leave Policy

Ann Harbison

Washington County Employee Handbook
Revised Printing – April 2014

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32. SICK LEAVE:

C. An employee may use sick leave for personal illness, physical incapacity, or a medical or dental appointment. Sick leave may also be used to care for or medical or dental appointments for a member of the immediate family **or leave for other extended family member as approved by the elected official.** ~~which is defined in the FMLA as: an employee's spouse, child or parent.~~ The term parent does not include a parent in-law; nor does it include a son or daughter over the age of eighteen (18) unless "incapable of self care" as defined by the Equal Employment Opportunity Commission (EEOC) under the Americans with Disability Act (ADA). Sick leave may be used in any instances where Family and Medical Leave applies and for specified instances of work related accidents or illnesses.

I. * Section 704(a) of the Civil Rights Act of 1964, as amended, and Section 4(d) of the Age Discrimination in Employment Act of 1967, as amended, state:

1. It shall be unlawful employment practice for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, because he has opposed any practice, made an unlawful employment practice by this title, or because he has made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under this title.

J. The Equal Pay Act of 1963 contains similar provisions. Persons filing charges of discrimination are advised of this Non-Retaliation Requirements and are instructed to notify EEOC if any attempt at retaliation is made.

(K.) County Grievance Committee:

1. The grievance committee shall be composed of the Quorum Court Personnel Committee or other members of the Quorum Court if any Personnel Committee person is unable to serve.

L. Release of Employee Grievance Records:

1. Public access to employee grievance records is authorized only if approved by the effected employee or authorized by the Arkansas Freedom of Information Act.

(Rev. October 8, 1998)

(Rev. October 10, 2002)

(Rev. Nov. 6, 2006)