



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, February 5, 2018
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. Buildings Maintenance Technician (4.1 – 4.2)
5. Cataloguing Clerk/Branch Library Clerk – Full Time (5.1 – 5.3)
6. Sr. GIS Programmer Analyst (6.1 – 6.3)
7. Dispatcher (7.1 – 7.2)
8. Lead Juvenile Officer/Specialized Police Officer (8.1 – 8.2)
9. Other Business: Any other business to be discussed by the Committee will be brought up at this time
10. Public Comments
11. Adjournment

Joseph K. Wood
COUNTY JUDGE



Michael Watson
H.R. DIRECTOR

WASHINGTON COUNTY, ARKANSAS
HUMAN RESOURCES OFFICE

February 5, 2018

To: JESAPersonnel Committees

The Building & Grounds (B&G) department is requesting that one of three current janitorial vacancies be converted into a Building Maintenance Technician position, Grade 13. The work load warrants having an additional staff member to effectively handle the various tasks that have to be addressed on a daily basis. The difference in base pay would be funded from the salary line item of one of the two residual janitorial vacancies that will not be filled.

In addition, Library Services is going through some internal reorganization (retirements and anticipated resignations) and would like to request that two current part-time positions (Branch Clerk and Cataloging Clerk) be combined into a full-time position. The funds needed to pay the difference in base salary and benefits would come from the County Library Fund's unappropriated reserves.

We appreciate your consideration of these requests.

Respectfully,

A large, stylized handwritten signature in black ink, appearing to read "JKW".

Joseph K. Wood
Washington County
County Judge

C02

WASHINGTON COUNTY

Job Description

JOB TITLE: Buildings Maintenance Technician

Exempt (Y/N): No

DEPARTMENT: Buildings & Grounds

DATE PREPARED: August 2011

SUPERVISOR: Building & Maintenance Director

SUMMARY:

The Buildings Maintenance Technician is responsible to carry out repairs, maintenance, and custodial tasks for the jail and other county buildings and grounds. The incumbent must prioritize when and how to complete repairs with jail staff/supervisors. The person in this position may provide recommendations to the Buildings & Maintenance Director as to the best method of maintaining and repairing elements to the County's buildings.

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

1. Perform general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of county buildings and equipment to include heating and air-conditioning systems.
2. Schedule and perform routine and preventative maintenance of air-conditioning and heating systems.
3. Coordinate all repairs with jail staff/supervisors.
4. Participate in safety and training programs, as necessary.
5. Perform all maintenance duties in an efficient, safe, and timely manner.

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:

High School diploma; trade school training and minimum of eight (8) years experience in plumbing and electrical. The incumbent must possess certification to perform air-conditioning/heating repairs.

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. General computer skills are helpful.

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 50 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.

Joseph K. Wood
COUNTY JUDGE



Michael Watson
H.R. DIRECTOR

WASHINGTON COUNTY, ARKANSAS
HUMAN RESOURCES OFFICE

February 5, 2018

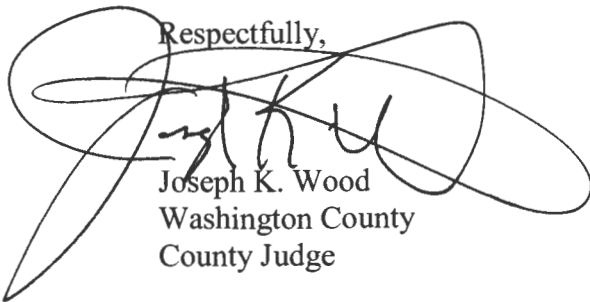
To: JESAPersonnel Committees

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We appreciate your consideration of these requests.

Respectfully,



Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
Telephone: (479) 444-3360 • Fax: (479) 444-1889
joseph.wood@co.washington.ar.us

Washington County is an Equal Employment Opportunity Minorities/Females/Disabilities/Veterans

WASHINGTON COUNTY
Job Description

JOB TITLE: Cataloging Clerk/Branch Library Clerk—Full Time

Exempt (Y?N): No

DEPARTMENT: Washington County Library System

DATE PREPARED: October, 2017

SUPERVISOR: Library Director

SUMMARY:

Under the general direction of the Library Director, the incumbent will be responsible for preparing library materials for public use by adding records to the automated system and labeling and covering the books appropriately. In addition incumbent is responsible for providing library services to the public at the Greenland by checking books in and out and locating materials for patrons as necessary. The incumbent also provides assistance with computers as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Searching various databases for bibliographic records that match library materials, importing those records in to the automated system and creating item records with the appropriate information for that item.
- Preparing items for library use by creating item records and adding the required labels.
- Handling all materials that come in to the office by processing, withdrawing, or repairing the items.
- Enhancing bibliographic records by locating and inserting annotations for incomplete records.
- Work with patrons to fulfill their library needs by placing requests, Interlibrary Loan requests and providing Reader's Advisory.
- Check books in and out using the automated computer system and perform shelving of materials as necessary at Greenland.
- Use the automated system to create library cards for new patrons and place requests on materials.
- Prepare the cash report monthly for the Greenland Library.
- Keep statistics on the number of library visitors, computer users, and reference questions.
- Make sure the library materials are shelved correctly and neatly.
- Assist computer users and patrons as required.
- Perform internet searches and research.
- Maintain accurate patron files and records.
- Other duties as assigned or needed.

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:

High school diploma or equivalent is required. Basic knowledge of internal workings of a library is beneficial.

OTHER SKILLS AND ABILITIES:

The incumbent should have good computer skills. Excellent organizational skills and the ability to set priorities and establish and maintain effective working relationships with personnel and the general public are required. This position works with the public and Greenland city officials. The incumbent should also possess accurate data-entry skills, and have knowledge of general office machines such as copier, fax, printer, etc. Some knowledge of books and authors is helpful. The ability to adapt to change in a productive manner is required. Must be able to provide own transportation to Greenland.

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, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is required to walk. Must also stoop, kneel, crouch, crawl, climb or balance. The employee regularly lifts or moves up to 40 pounds. Specific vision abilities required by this position include close, distance and color vision and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the typical work environment is quiet. The incumbent must be able to push/pull library carts loaded with books.

DBCompensation Job Valuing Summary

SCENARIO **Washington County
August 2017**

POSITION **Cataloging Clerk/Branch Library Clerk**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	5	54
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
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 3	4 29
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	3	28
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	46
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.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	5 43
		10B 0	
		10C 2	
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57
12	Contacts with Employees: Responsibility for effective handling of others.	3	28
13	Machine-Computer Operations	4	38
14	Working Conditions	2	12
15	Physical Demand	3	13
TOTAL VALUE			456

SIGNED: _____

Russell Hill
COUNTY ASSESSOR



Michael Watson
H.R. DIRECTOR

WASHINGTON COUNTY, ARKANSAS
COUNTY ASSESSOR OFFICE

Washington County Assessor Justification for GIS/Analyst Senior Programmer

Dear JESAPersonnel Committees,

The GIS/Analyst Senior Programmer acts as the project manager of GIS operations in the Assessor's Office. Responsible for the planning, design, programming, implementation, documentation, and maintenance of complex, technically oriented, and sensitive GIS related computerized systems. All other duties as assigned by the Assessor.

We currently have several different map layers with vital information that if coordinated properly can be utilized in several different county and city offices. This information would also be very helpful in the business community and chambers of commerce.

We currently have a county employee that would be the perfect fit for this position. With the cooperation from the IT director and the County Judge's office we would like to move this person from the County Judge's payroll to the County Assessor's payroll. Since we are currently paying this person we're not adding a new position. In fact it would save money from the county general budget. Currently this person is paid 100% from County general funds; by moving the position to the Assessor's payroll county general will only be paying 9% of this person's salary.

Russell Hill
Washington County Assessor

280 N. College Avenue, Suite 210 • Fayetteville, Arkansas 72701
Telephone: (479) 444-1519 • Fax: (479) 444-1731
rhill@co.washington.ar.us

Washington County is an Equal Employment Opportunity Minorities/Females/Disabilities/Veterans

Washington County Sr. GIS Programmer Analyst Job Description

Job Code: 26
Exempt: Yes
Department: Assessor
Reports To: County Assessor
Location: Washington County Courthouse
Date Prepared: January 25, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Sr. Sr. GIS Programmer Analyst performs day to day operations of the in-place GIS solutions. Other duties involve the implementation of new GIS solutions, participation in the creation and or maintenance of policies, standards, baselines, guidelines and procedures pertaining to GIS. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation and is considered to be the top-level contributor/specialist. Leads and coordinates the GIS technical effort for the county, which involves 7 GIS specialists. Works with elected officials to set GIS priorities.

Expected to be fully aware of the enterprise's GIS goals as established by its stated policies, procedures and guidelines and to actively work towards upholding those goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Participate in the planning and design of enterprise GIS architecture, under the direction of the IT Director, and the Chief Deputy Assessor.
2. Lead large scale GIS projects for the Assessor and other elected officials under the guidance of the Chief Deputy Assessor.
3. Participate in the creation of enterprise GIS documents (policies, standards, baselines, guidelines and procedures) under the direction of the IT Director and the Chief Deputy Assessor, where appropriate.
4. Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other County employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive.
5. Develop and maintain internet maps and data downloader, including use and maintenance of ArcGIS Server and ArcGIS Online.
6. Provide quality assurance/quality control (QA/QC) of GIS data entry and related GIS application integration.
7. Provide GIS application development support. This includes web maps and mobile device apps designed for staff viewing and/or collecting data, and apps for use by the public.
8. Perform simple to complex spatial analysis to assist with information gathering and decision-making, including the ability to create and run models in ArcGIS, write scripts using Python, and perform network and 3D analysis.

9. Research and interpret engineering construction plans, plats, legal metes and bounds descriptions and various mapped information; extract relevant information for data entry; analyze data.
10. Design, develop, implement, update, and troubleshoot GIS databases, including SDE databases.
11. Provide technical assistance and support for GIS users, including troubleshooting, diagnostics, problem resolution and general question response.
12. Conduct end user training and develop end user documentation.
13. Establish mapping procedures and standards for all map products. Compose all forms of mapping, including special use maps, thematic maps, and decision support maps.
14. Coordinate with other governmental entities to ensure compatibility of data, and compliance with regional and state standards.
15. Manage special projects, which may include prioritizing, training and guiding other employees in the GIS division.
16. Make recommendations and provide expert advice to division heads regarding GIS systems.
17. Meet with supervisors, vendors, and others to solicit cooperation and resolve problems.
18. Responsible for the collection of raw data for input into GIS; perform data entry, data conversion, and data organization for data entry into the system; verify or collect field data; compile, digitize, rectify and enter information into the GIS database; manipulate and analyze data to generate reports, maps, and other technical documents.
19. Responsible for data maintenance on various datasets and maps, including parcels, right-of-ways, easements, and subdivisions using GIS software; create and develop database layers for the County infrastructure in the GIS system.
20. Respond in a courteous and professional manner to requests for information and services from County staff, citizens, other governmental agencies, businesses, and non-profit organizations.
21. Research records within the City and County governments.
22. Independent judgment, discretion and due diligence must be consistently exercised in the performance of the job duties and responsibilities. Maintain confidentiality of information as appropriate.
23. Carry out duties independently with little to no supervision.
24. Occasional evening or weekend work.
25. 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

Technical degree required in such disciplines as Computer Engineering, CPA, etc., plus 8 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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. 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 work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Database, Other, Programming Languages

Basic: Alphanumeric Data Entry, 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

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

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

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 (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: GIS Technical Team

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

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

Network engineering and support, telecom engineering/support and comprehensive management of computer applications/programming and analysis, tech lead, database analyst iii, policy lead, staff, development/implementation and/or program manager.

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is 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; frequently required to talk or hear; and occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

ADDITIONAL INFORMATION

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 computer programming, systems, GIS Systems. Spatial analysis, etc. equivalent to four years of college, plus eight to ten years related experience and/or training in programming and technology.

Must be able to organize work so as to work with limited supervision and use own judgment to resolve problems in a timely and proficient manner. Knowledge of computer terminology and a need for accuracy and attention to detail is required. Good communication and problem solving skills as well as analytical ability are necessary. Machine skills include computer, printers, imaging computer systems, fax machine, copier and calculator.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

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

SOFTWARE SKILLS REQUIRED:

Advanced: Must possess strong computer skills with understanding of Command Line.

3+ years professional experience in GIS application design, development, and implementation.

- Fluency in ESRI products and technology
- Experience with back-end development utilizing technologies including .Net and SQL Server
- Understanding of application architecture best-practices and current County GIS Mapping Platform.

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Sr. GIS Programmer Analyst		Security Analyst Programmer		
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.	8	8	315
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6	6	95
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.	6	6	90
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.	0	2	33
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	6	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.	9	9	110
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	2	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	3	5	49
13	<u>Machine Operations</u> :	11	11	345
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	2	8
		1549		1658
	Washington County Salary Grade Level	25		26

Signed: _____

Date: January 25, 2018

TIM HELDER
SHERIFF



Washington County Sheriff's Office

January 25, 2018

To Whom It May Concern:

Ms. Kaitlin Rairdon will be placed in a full-time Dispatcher position on February 12, 2018.

Ms. Rairdon previously worked as a full-time dispatcher for the Washington County Sheriff's Office from September 25, 2015 until May 19, 2017, then returned to work as a part-time dispatcher on December 15, 2017. Ms. Rairdon is a great asset to our Dispatch Center because she is already trained and able to work on her own. A normal training period can require 8 months before a dispatcher is released. Ms. Rairdon has completed the required state Basic Telecommunicator Course, has Arkansas Crime Information Center Level I and Level II certification, and has many other training certificates relevant to the position.

Due to Ms. Rairdon's experience, we would like to place her hourly pay at \$13.92, which is within the Salary Administration guidelines and what she was making at the time she left her full-time position in 2017.

I appreciate your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Tim Helder".

Tim Helder
Sheriff

State of Arkansas

Washington County Sheriff's Office

Hereby Certifies That

KAITLIN RAIRDON

**Has Successfully Completed 1.5 Hours
In**

Culture Competence (2017-965)

This 10th day of March 2017



Sgt. John D. Wood
INSTRUCTOR/COORDINATOR

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KAITLIN ROBINSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00242.b
Effective Communication**

Issued this 31st Day of October, 2015




Tony Russell
Superintendent
Emergency Management Institute

0.8 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KAITLIN ROBINSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 6th Day of August, 2014



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KAITLIN ROBINSON

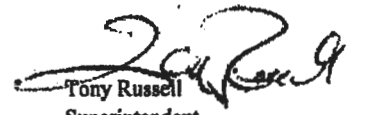
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200

Issued this 6th Day of August, 2014



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KAITLIN ROBINSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 6th Day of August, 2014



0.3 IACET CEU

A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent
Emergency Management Institute

Certificate of Completion

This is to certify that

Kaitlin Robinson

has completed OnStar Public Safety Training

Date: *October 9, 2015*





certifies that

Kaitlin Robinson

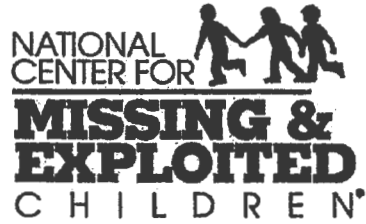
has successfully completed

Missing Children Dynamics & Response First Responders

Online Course

10/13/2015 12:26 PM





certifies that

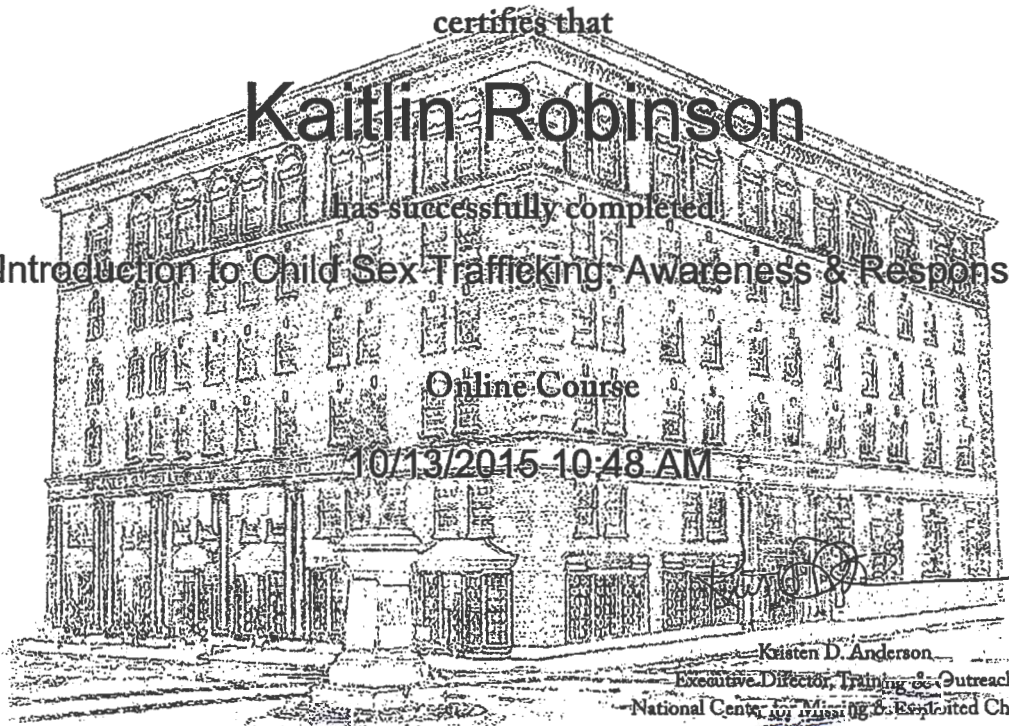
Kaitlin Robinson

has successfully completed

Introduction to Child Sex Trafficking Awareness & Response

Online Course

10/13/2015 10:48 AM



Keisten D. Anderson
Executive Director, Training & Outreach
National Center for Missing & Exploited Children

ARKANSAS CRIME INFORMATION CENTER

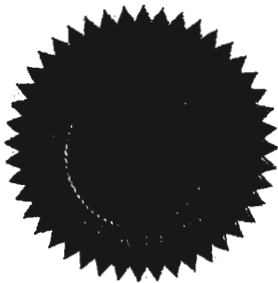
*Presents this Certificate
to*

KAITLIN ROBINSON

For Completing Thirty-two Hours of Specialized Level II Training In

TERMINAL OPERATIONS CERTIFICATION

Awarded This 10th Day of December 2015



Jay Winters, ACIC Director

**approaching alzheimer's:
make your first response the right response**

Certificate of Completion

For successfully completing the Alzheimer's Association in person 3-hour course
Approaching Alzheimer's: Make your first response the right response

Kaitlin Robinson

December 15, 2015

alzheimer's  association®

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KAITLIN D ROBINSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00106.16

Workplace Violence Awareness Training 2016

Issued this 9th Day of February, 2016



A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent
Emergency Management Institute

0.1 IACET CEU

ACASA

ARKANSAS COALITION AGAINST SEXUAL ASSAULT

Certificate of Completion



ACASA Web-based Training

Kitlin Robinson
has completed

“Cultural Competency: Advocating for Latino Survivors”

2 Hours of Continuing Education

Date : March 2, 2016

**approaching alzheimer's:
make your first response the right response**

Certificate of Completion

For successfully completing the Alzheimer's Association in person 3-hour course
Approaching Alzheimer's: Make your first response the right response

Kaitlin Robinso
December 15, 2015

alzheimer's  association®

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KAITLIN ROBINSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00144

Telecommunicators Emergency Response Taskforce

(TERT) Basic Course

Issued this 6th Day of January, 2016



Russell
Superintendent

Tony Russell
Superintendent

Emergency Management Institute

Certificate of Completion

This is to certify that

Kaitlin Robinson

has completed OnStar Public Safety Training

Date: *October 9, 2015*



certifies that

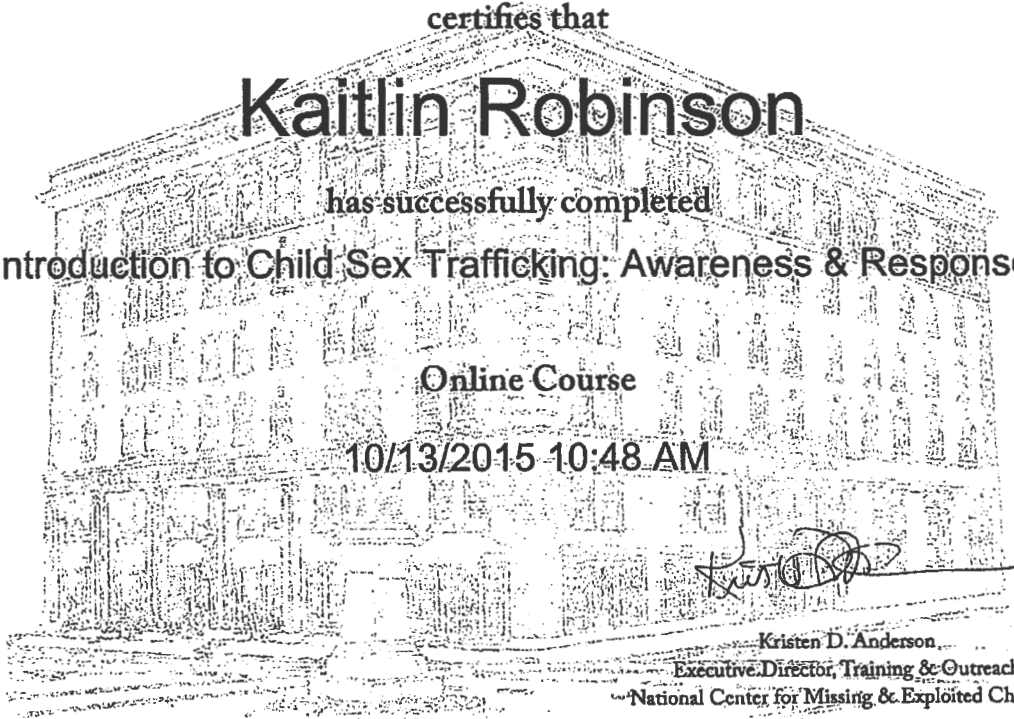
Kaitlin Robinson

has successfully completed

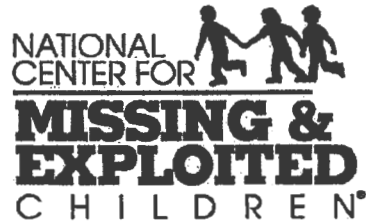
Introduction to Child Sex Trafficking: Awareness & Response

Online Course

10/13/2015 10:48 AM



Kristen D. Anderson
Executive Director, Training & Outreach
National Center for Missing & Exploited Children



certifies that

Kaitlin Robinson

has successfully completed

Missing Children: Dynamics & Response: First Responders

Online Course

10/13/2015 12:26 PM

Kristen D. Anderson
Executive Director, Training & Outreach
National Center for Missing & Exploited Children

This is to certify completion of the complete training courseware for

Arkansas Smart911 Console Training Course

PSAP Training Course for Arkansas Smart911

This Certificate is Awarded to

Kaitlin Robinson

2 Course Hours Completed On

October 13, 2015



RAVE
MOBILE SAFETY

State of Arkansas

Washington County Sheriff's Office

Hereby Certifies That

KAITLIN DAWN ROBINSON

**Has Successfully Completed 4 Hours
In The**

Getting Out of Your Own Way (#2016-1674)

This 8th day of September 2016



Sgt. John Wood
INSTRUCTOR/COORDINATOR

Arkansas Law Enforcement Training Academy

THIS IS TO CERTIFY THAT
KAITLIN ROBINSON

Academy ID: 5496-2272

HAS SUCCESSFULLY COMPLETED

TELECOMMUNICATIONS

CONDUCTED BY THE ARKANSAS LAW ENFORCEMENT TRAINING ACADEMY
CERTIFIED BY THE COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING



Director



Commission Chairman

Issued:
9/15/2016
28 Hours

WASHINGTON COUNTY
Job Description

JOB TITLE: DISPATCHER

Exempt (Y/N): No

DEPARTMENT: Sheriff's Office

DATE REVISED: October 2012

SUPERVISOR: Lead Dispatcher

SUMMARY:

The incumbent, under the guidance and direction of the Lead Dispatcher, receives an average of 9500, 911 emergency calls annually and maintains supportive contact with the caller until the appropriate emergency vehicle arrives at the scene when necessary and answers over 175,000 incoming calls received on the Sheriff's Office switchboard. Dispatch officers to calls for service after having detailed and accurate information, ensuring the recording of events. This is a 24-hour operation emergency response communications center. The center is also the primary Public Safety Answering Point (PSAP) for Washington County 911 calls. Personnel handle life and death situations on a daily basis.

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

1. Answer five E-911 emergency lines and connect the caller with the appropriate emergency services if fire protection or ambulance services is required, or dispatch law enforcement, ambulance, fire Office, or ambulance service to the scene as required and remain on line with caller until agency arrives when necessary.
2. Answer in excess of 175,000 calls on the nine (9) incoming lines on the Sheriff's Office switchboard and route the calls appropriately.
3. Provide information to the public, answer the phones for other police agencies, receive and relay information for Washington County Officers, nine small town Police Departments, Arkansas State Police, Arkansas Highway Police, Game & Fish, VA Police Department, Prairie Grove Battlefield Park, Devil's Den State Park, special law enforcement task forces and Arkansas Wireless Information Network (Arkansas Department of Emergency Management).
4. Maintain log on all radio traffic, emergency and non-emergency calls, including maintaining calls for service in all situations where an officer is requested, and take special reports as required.
5. Operate the computer terminal(s) from the National and Arkansas Crime Information Computer systems to include obtaining information on persons, vehicles, guns, articles, boats, aircraft, and hazardous material, and enter/delete information into both systems. Maintain current and accurate validations on active entries on a monthly basis and maintain the hot file in accordance to ACIC/NCIC rules and regulations.

6. Maintain a log on all wreckers called by the Sheriff's Office, repossessed vehicles, and complete ACIC entry forms. Ensure that wrecker rotation is adhered to which expedites responses to accident scenes and other calls for service.
7. Operate and continually update Computer Aided Dispatch (CAD) system database to ensure the system is used to its full potential.
8. Change paper and toner in the terminal computer printer, dispatch printer and fax machine. Monitor police frequencies, type and file reports, make trouble reports on E-911 equipment, and use the TDD function on our phone system when necessary to communicate with the hearing impaired. Use the Zetron radio system to dispatch officers to calls for service, broadcast officer safety information, broadcast weather reports, and to communicate with officers. Monitor the fax machine for incoming requests or information.
9. Maintain frequent radio contact with officers as a safety precaution. Responsible for approximately 375 officers, not including state agencies and communicate with other agencies as needed.
10. Maintain logs for Bail Bondsmen, Livestock, Extra Patrol list, Hospice list, Business Representative list, jury lists and Computer Aided Dispatch Geographical File.
11. Operate the recording system to include monitoring status of recordings, system alarms, and making copies of phone calls or radio traffic when requested.
12. Assist the Lead Dispatcher with any necessary training and development of ongoing training program.
13. Monitor and operate the Sheriff's Office, Washington County Courthouse, and Washington County Historical Courthouse alarm systems, Juvenile Justice Complex, South Campus Annex and Tactical Training Facility.

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. The individual in this position must not have a felony conviction.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with Two years or more related experience preferred but not required. Knowledge of law enforcement, jail operations, civil process, County policies and procedures and federal and state laws.

OTHER SKILLS and ABILITIES:

The individual in this position must be familiar with and operate a multi-line phone system, must be able to be licensed to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer system. General office skills are required to perform the duties of this job to include proficient usage of a personal computer and other related software programs. Must be able to effectively operate standard office equipment. Excellent oral and written communication and problem solving skills are also 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, and sit; use hands to finger, handle, or feel objects, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate to loud.



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

STATE OF ARKANSAS
CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
JUVENILE DIVISION
WASHINGTON & MADISON COUNTIES
885 CLYDESDALE DR.
FAYETTEVILLE, AR 72701
Tel. (479) 444-1739
FAX (479) 444-1748

DELIA FOSTER
Trial Court Assistant
RICHARD FOUNT
Official Court Reporter

August 4, 2017

Re: Re-rating of Director of Juvenile Court Services
and Lead Juvenile Officers

Dear Members of the JESAP Committee,

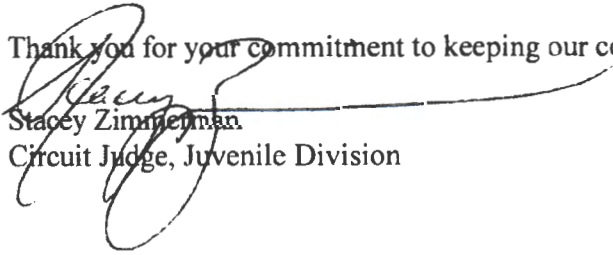
The Director of Juvenile Court Services and the Lead Juvenile Officers provide supervision for subordinate Juvenile Officers across three divisions: Probation, Family in Need of Services (FINS) and the Delinquency Intake/Diversion Programs. In addition, these positions handle court related matters as directed by the Juvenile Judge.

One of my biggest concerns in our juvenile building is protecting the safety of families, witnesses, teachers, foster parents, juvenile defendants, juvenile court staff and other visitors to our building. To achieve increased safety, specific juvenile court officers receive additional training and law enforcement certification as Court Security Officers (CSO). As sworn Specialized Police Officers, CSOs are authorized to make arrests, carry firearms, control violent behavior, provide additional security during visits to the juvenile probationer's home and safely escort juvenile probationers into custody.

Our building has one of the highest, if not highest number of people coming through our front door of any county building. Many times, over 240 people per day enter our building while emotionally charged cases are heard in the courtroom and litigants and witnesses wait for court in our small lobby. The current position holders have extensive experience with the policies and operations of Juvenile Court and the functions of the juvenile justice complex located at 885 Clydesdale Drive.

In accordance with the Section I of the Salary Administration Program's guidelines, I am formally requesting that the Director of Juvenile Court Services and the Lead Juvenile Officer positions be re-rated to reflect their specialized qualifications and comprehensive experience.

Thank you for your commitment to keeping our court safe!


Stacey Zimmerman
Circuit Judge, Juvenile Division

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.