



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, March 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. Juvenile Officer (4.1 - 4.2)
5. Buildings Maintenance Technician (5.1 - 5.2)
6. Environmental Enforcement Officer (6.1 – 6.2)
7. Other Business: Any other business to be discussed by the Committee will be brought up at this time
8. Public Comments
9. Adjournment



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) 444-1749

DELIA FOSTER
Trial Court Administrator
dfoster@co.washington.ar.us

RICHARD FOURT
Official Court Reporter
rfourt@co.washington.ar.us

February 28, 2018

Re: Juvenile Officer Position

Dear Honorable Quorum Court Members:

We have a vacancy for a Juvenile Officer position in juvenile court. The starting salary for this position is \$15.43 per hour. I am requesting that we be allowed to hire an applicant at the rate of \$16.43 per hour for the following reasons:

1. The applicant is currently a certified law enforcement officer;
2. The applicant is currently in the US Army reserve and has experience working with civilians in crisis situations; and,
3. The applicant has previous work experience with the US Army as a civilian in an administration position.

Given the increasing number of shootings in workplaces and schools, having a certified law enforcement officer with military training as a juvenile officer would provide added safety and security for our employees and the children and families we serve. We do not want to lose the opportunity to hire such a skilled, qualified and proven applicant. Thank you for your consideration.

Respectfully yours,

Stacey Zimmerman
Circuit Judge

WASHINGTON COUNTY
Job Description

JOB TITLE: Juvenile Officer

Exempt (Y/N): No
DATE PREPARED: May 2013

DEPARTMENT: Juvenile Court Division
SUPERVISOR: Circuit Court Judge/Chief
Juvenile Officer

SUMMARY:

The Juvenile Officer is responsible for the supervision of juvenile cases and monitoring the compliance with court order of juvenile and their families. The 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 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.

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

1. Notifies detained juvenile and family of crime(s), charge(s), and reason for detainment, including date, time, and location of detention hearing.
2. The officer will conduct the initial intake interview on Adjudicated FINS or Delinquency cases or Diversion.
3. 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 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 and other law enforcement agencies.
7. The Juvenile Officer will supervise cases judicial and non judicial in which they are assigned. The Juvenile Officer will monitor the client's progress as well as adherence to court orders, identifying potential problems, and taking corrective action. The 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 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. To perform all other functions assigned to him or her by this subchapter, by rules promulgated pursuant thereto, or by order of the court

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 possess a Bachelor's Degree in a related field plus four (4) years work experience; or equivalent combination of education and experience. The officer must complete 40 hours of training in " Juvenile Officer Certification Training" provided by AOC to be a Certified Juvenile Officer. The officer must complete 12 hours of training annually to maintain the certification. The officer should have experience working with teenagers, judgment skills when handling complaints, and communication skills when meeting the public.. The officer cannot have a criminal record. This position requires a high level of problem solving and listening skills.

OTHER SKILLS and ABILITIES:

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

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.

Joseph K. Wood
COUNTY JUDGE



Michael Watson
HR DIRECTOR

WASHINGTON COUNTY, ARKANSAS
HUMAN RESOURCES

5 March 2018

To: Personnel Committee

Due to reorganizations and re-rating of various positions, I am requesting to make the following changes to the following positions.

1. ***Building & Grounds* recently added a *Building Maintenance Technician* position (Grade 13) and would like to fill the vacancy with an employee who currently is a Grade 14 being paid \$16.70. The Salary Administration Program (SAP) provides for demotions that result from organizational re-adjustments (Sec J.2.B). The incumbent's current salary is \$16.70 and that exceeds the midpoint of the grade (\$15.68) for which he is being considered. I am asking that the Committee support my request of placing him in the 3rd quartile of Grade 13 at his current salary.**
2. *Environmental Affairs* went through a reorganization that resulted in the *Enforcement Officer* position being re-rated from a Grade 13 to a Grade 15. SAP section (I.1) states that if an employee's salary exceeds the halfway point (\$16.28) between the grade minimum and the midpoint, then a 5% pay adjustment is applied. The individual's current wage is \$16.45 so as per policy; a 5% adjustment would place it at \$17.27.

Thank you for your consideration.

Sincerely,

Joseph K. Wood
County Judge
Washington County

280 N. College Ave • Fayetteville, Arkansas 72701
Telephone: (479) 444-1728 • Fax: (479) 444-1731
Joseph.wood@co.washington.ar.us
Washington County is an Equal Employment Opportunity M/F/D/V

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
HR DIRECTOR

WASHINGTON COUNTY, ARKANSAS
HUMAN RESOURCES

5 March 2018

To: Personnel Committee

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WASHINGTON COUNTY
 Job Description
JOB TITLE: Environmental Enforcement Officer

Exempt (Y/N): No

DEPARTMENT: Environmental Affairs

DATE UPDATED: December 2017

SUPERVISOR: Chief of Staff

POSITION'S PHYSICAL LOCATION: Based out of the County Maintenance and Operations Building. Duties of the job require traveling throughout the county.

SUMMARY:

Under the general direction of the Environmental Affairs & Recycling Director, the Environmental Enforcement Officer is responsible for investigating environmental complaints within the County. This individual will enforce state and county environmental laws and regulations. This position is responsible for the investigation and mitigation of environmental complaints as well as inspecting County property and projects for compliance with state stormwater regulations.

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

1. Respond to complaints which originate from the general public or other County departments regarding solid waste issues. Investigate, resolve, and report each case in a timely and efficient manner.
2. Investigate solid waste complaints to include visiting and photographing site, gathering evidence, locating perpetrator, and notifying all concerned of legal ramifications and requirements to avoid prosecution. Assess violations and determine when to file criminal complaints against individuals and/or companies with the Prosecuting Attorney and/or the County Attorney.
3. Maintain database of solid waste complaints. Includes tracking all cases and generating reports.
4. Conduct inspections of County Road Department projects and properties to ensure compliance with the Arkansas Department of Environmental Quality's stormwater regulations.
5. Assist the Road Department's Assistant Superintendent with administrative aspects of stormwater program including writing Notices of Intent and Stormwater Pollution Prevention Plans.

6. Inspect stormwater outfalls in the municipal separate storm sewer systems of the County for illicit discharge. In the occurrence of an illicit discharge, locating and eliminating the source and notifying all concerned of legal ramifications and requirements.
7. Respond to requests from other agencies in a timely and efficient manner.
8. Appear in court to present evidence on prosecutions of solid waste cases, as required.
9. Represent the County in a professional manner and cooperate with other agencies at all times.
10. Assist with various aspects of County and community cleanup events.
11. Respond to citizens' complaints, investigations and resolve problems regarding solid waste enforcement. Prepare accurate reports of citizen complaints in a timely and efficient manner.
12. Develop and implement solid waste planning programs dealing with county-wide clean-ups, illegal dump clean-ups, etc.
13. Respond to a variety of inquiries from public, press and other agencies including numerous state and local enforcement and information agencies regarding environmental affairs. Prepare and present information to various groups, as needed.
14. Prepare, administer and monitor the departmental budget including state grant fund reporting. Monitor actual expenditures for compliance to projected monthly budget expenditures.
15. Respond to requests from other agencies in a timely and efficient manner. Complete memoranda and letters to various governmental or other agencies.
16. Develop and revise policies and procedures, monitor current policies and procedures for staff compliance and ensure that the department is operated in an appropriate manner.
17. Appear in court to present evidence on prosecutions of solid waste cases, as required.
18. Represent the County in a professional manner and cooperate with other agencies at all times.
19. Negotiate and contract on behalf of Washington County landfill fees for spring and fall cleanup, hazardous waste disposal and emergency response fees, clean up of illegal dumpsite costs with private contractor.
20. Respond to complaints concerning stormwater. Attend and actively participate on the NWA MS4 Stormwater Representative Committee.

21. Coordinate litigation of environmental violations by Washington County and develop means of regulatory compliance.
22. Attend Tech Review and review plans submitted to make sure they are in compliance with County environmental, stormwater and solid waste regulations.
23. Attend and actively participate on various committees such as the 1st Friday Solid Waste Meeting and the Boston Mountain Solid Waste District Grant Committee.
24. Coordinate with the Washington County Department of Emergency Management on applicable emergency support functions (ESFs).
25. Work with appropriate agencies, communities and the public during a disaster to coordinate debris management and disposal.
26. Review and prioritize environmental education program and opportunities in order to obtain most efficient coverage of County communities and resources.
27. Serve as the Washington County Public Utilities Coordinator.
28. Ensure proper operations and maintenance of community sewer systems.
29. Assure Washington County and Responsible Entities, as defined by ordinance, are abiding by financial rules and regulations concerning sewers.
30. Ensure that adequate bonds, letters of credit or cash funds are maintained.
31. Maintain records of Responsible Entities' financial activities as it relates to rules, regulations and ordinances. Coordinate with Responsible Entities and home owners and developers concerning decentralized sewer systems, easements, engineering studies and other activities as assigned by the County Judge.
32. Provide any Property Owner Association (POA) and /or system owner information and advice with regard to Washington County policies and regulations on sewer systems.
33. Coordinate with any POA or other entities concerning decentralized sewer systems, easements, engineering studies and other activities as assigned by the County Judge.
34. Prepare and maintain a current customer list, conduct negotiations/discussions with the POA's owners of decentralized sewer systems, sewer management companies, responsible entities, developers, operators and property owners.
35. Conduct meetings with POAs to provide information and advice on Washington County policies and procedures
36. Other duties as assigned.

FISCAL RESPONSIBILITY:

This position is not responsible for an annual budget. In these instances, the employee will be responsible for handling cash, making change, and accurately recording the transaction in the appropriate receipt book.

SUPERVISORY RESPONSIBILITIES:

This position does not supervise other employees.

Education:

The incumbent should possess a degree in administration from a four (4) year college. Must become trained as a stormwater inspector and licensed by the State as an Illegal Dumps Control Officer within the first year of employment. Certification and license maintained through ongoing education.

General Experience:

At least one year experience in law enforcement or environmental regulations is preferred but not required.

WORK SKILLS**Analytical Ability/Problem Solving:**

This position requires activities with slight variation using a definite set of processes or directions with some degree of supervision. Situations generally fall within established procedures; however, some situations require unsupervised decision making and problem solving.

Planning:

This employee has limited responsibility with regard to general assignments in planning time, method, manner, or sequence of performance of own work operations.

Decision Making:

This employee 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.

Supervision Received:

This position functions under the direction of a definite objective where the employee plans and arranges own work, only referring unusual cases to the supervisor.

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 and cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

Communication Skills:

This employee must possess the ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; and ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public, and other employees of the organization.

Mathematical Skills:

This employee must have the ability to add, subtract, multiply, and divide numbers and perform these skills using money and other forms of measurement.

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.

Mental Demand:

This position requires moderate mental demand.

Certificates, Licenses, Registrations:

This employee must be a certified stormwater inspector and licensed Illegal Dumps Control Officer. If the employee does not hold these certifications and licenses upon hiring, he or she will be required to obtain certification within the first year of employment. Certification and license will be maintained through ongoing education.

Public Contact:

This employee has regular contact with patrons where the contacts are initiated by the employee. This involves both furnishing and obtaining information and also attempting to influence the decisions of those persons contacted.

Employee Contact:

Contact occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present, or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

Use of Machines, Equipment, and/or Computers:

Regular use of a desktop and software, specialized software, forklift, 4-wheel drive vehicle, and truck and trailer is required for this position. No CDL is required for this position.

Software Skills Required:

This position requires basic skills in alphanumeric data entry, database, spreadsheets, and word processing.

Physical Activities:

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and sit.

Weight Lifted:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. **Vision Requirements:** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions:

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, fumes or airborne particles, or explosives. This employee is regularly exposed to outside weather conditions.

Noise Level:

The noise level in the work environment is usually moderate.

OTHER SKILLS and ABILITIES:

The employee should possess excellent judgment skills. Good communication and human relation skills are necessary as there is extensive contact within and outside the County, often under adverse conditions.