



**WASHINGTON COUNTY, ARKANSAS**  
**County Courthouse**

MEETING OF THE  
WASHINGTON COUNTY QUORUM COURT  
PERSONNEL COMMITTEE

Monday, June 11, 2018  
5:30 P.M.  
Washington County Quorum Court Room

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Harvey Bowman  
Robert Dennis  
Joe Kieklak

Chair Lisa Ecke

Sue Madison  
Vice Chair Butch Pond  
Bill Ussery

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A G E N D A

1. Call to Order
2. Prayer and Pledge
3. Adoption of Agenda
4. Assistant Environmental Enforcement Officer (4.1 – 4.3)
5. Software Support Specialist (5.1 – 5.5)
6. Deputy First Class (6.1 – 6.2)
7. Employee Handbook For Review
8. Other Business: Any other business to be discussed by the Committee will be brought up at this time
9. Public Comments
10. Adjournment

**Joseph K. Wood**  
COUNTY JUDGE



**Michael Watson**  
HUMAN RESOURCES

**WASHINGTON COUNTY, ARKANSAS**  
**COUNTY JUDGE**

June 11, 2018

To: Personnel Committee,

The Environmental Affairs department has been understaffed since losing its Education Coordinator in mid-March. The Enforcement Officer has been inundated with ongoing inspections, responding to code infractions and following up with ongoing investigations. Consequently, the department would like to change the name of the Education Coordinator position to an Assistant Enforcement Officer (Grade 14) that would help alleviate much of this workload and would have a starting wage of \$14.71/hr - which would be funded by the residual balance for the 2018 salary budget.

IT Services had their Computer Software Design Technician position re-rated to better reflect the addition functions demanded of it. The position will now more appropriately be called the Software Support Specialist. It went from a Grade 18 to a Grade 20. As per the *Salary Administration Program, Section I.1*, re-rated positions that result in movement of two or more grades and depending on the current occupant's pay point, can result in a 5% pay adjustment. IT will fund this pay increase from its 2018 salary budget.

Thank you for your consideration of these requests.

Sincerely,

DocuSigned by:

34F19462757444F...  
Joseph K. Wood  
Washington County  
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701  
Telephone: (479) 444-3360 • Fax: (479) 444-1731  
Joseph.wood@co.washington.ar.us  
Washington County is an Equal Employment Opportunity M/F/D/V

## Washington County Assistant Environmental Enforcement Officer Job Description

<b>Job Code:</b>	14
<b>Exempt:</b>	No
<b>Department:</b>	Environmental Affairs
<b>Reports To:</b>	Environmental Enforcement Officer
<b>Location:</b>	County Maintenance and Operations Building
<b>Date Prepared:</b>	April 26, 2018
<b>Date Revised:</b>	May 29, 2018

### GENERAL DESCRIPTION OF POSITION

Under the general direction of the Environmental Enforcement Officer, the Assistant 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. This position is based out of the County Maintenance and Operations Building. Duties of the job require traveling throughout the county.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in responding 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. Assist in investigating 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. Assist in maintaining a database of solid waste complaints. Includes tracking all cases and generating reports.
4. Assist in conducting 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. Assist in Inspection of 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 assist in resolving problems regarding solid waste enforcement. Prepare accurate reports of citizen complaints in a timely and efficient manner.
12. Assist in development and implement solid waste planning programs dealing with county-wide clean-ups, illegal dump clean-ups, etc.
13. Assist in response 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. Work with appropriate agencies, communities and the public during a disaster to coordinate debris management and disposal.
15. Assist in Reviewing and prioritize environmental education program and opportunities in order to obtain most efficient coverage of County communities and resources.
16. Serve as the Washington County Public Assistant Utilities Coordinator.
17. Assist the Utilities Coordinator to ensure proper operations and maintenance of community sewer systems.
18. Assist to assure Washington County and Responsible Entities, as defined by ordinance, are abiding by financial rules and regulations concerning sewers.
19. Assist in maintaining 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.
20. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

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

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

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

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

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.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Database, 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 \$150,000 to \$1,000,000.

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

## **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, work with explosives. 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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; frequently required to walk, sit; an. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.

ORDINANCE NO. 2018-\_\_\_\_\_

APPROPRIATION ORDINANCE:

BE IT ORDAINED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE CHANGING THE TITLE OF EDUCATION COORDINATOR TO ASSISTANT ENFORCEMENT OFFICER IN THE ENVIRONMENTAL AFFAIRS BUDGET FOR 2018.

ARTICLE 1. The title of the personnel position of Education Coordinator, Grade 18 (Position 0702002) in the Environmental Affairs' Budget of the General Fund (10000702) is hereby changed to Assistant Enforcement Officer, Grade 14 (Position 0702002) for 2018.

\_\_\_\_\_  
Joseph K. Wood, County Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

Sponsor: \_\_\_\_\_ Lisa Ecke

Date of Passage: June 21, 2018

Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_

Abstention: \_\_\_\_\_ Absent: \_\_\_\_\_



**Joseph K. Wood**  
COUNTY JUDGE



**Michael Watson**  
HUMAN RESOURCES

**WASHINGTON COUNTY, ARKANSAS**  
**COUNTY JUDGE**

June 11, 2018

To: Personnel Committee,

The Environmental Affairs department has been understaffed since losing its Education Coordinator in mid-March. The Enforcement Officer has been inundated with ongoing inspections, responding to code infractions and following up with ongoing investigations. Consequently, the department would like to change the name of the Education Coordinator position to an Assistant Enforcement Officer (Grade 14) that would help alleviate much of this workload and would have a starting wage of \$14.71/hr - which would be funded by the residual balance for the 2018 salary budget.

IT Services had their Computer Software Design Technician position re-rated to better reflect the addition functions demanded of it. The position will now more appropriately be called the Software Support Specialist. It went from a Grade 18 to a Grade 20. As per the *Salary Administration Program, Section I.1*, re-rated positions that result in movement of two or more grades and depending on the current occupant's pay point, can result in a 5% pay adjustment. IT will fund this pay increase from its 2018 salary budget.

Thank you for your consideration of these requests.

Sincerely,

DocuSigned by:

34F19462757444F...  
Joseph K. Wood  
Washington County  
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701  
Telephone: (479) 444-3360 • Fax: (479) 444-1731  
Joseph.wood@co.washington.ar.us  
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## Washington County Software Support Specialist Job Description

**Job Code:** 20  
**Exempt:** Yes  
**Department:** Information Technology  
**Reports To:** Director of Information Technology  
**Location:** County Courthouse Building  
**Date Prepared:** March 30, 2018  
**Date Revised:**

### GENERAL DESCRIPTION OF POSITION

The main function of the software support specialist is to provide first level support for both in house and vendor supported software applications and their corresponding databases.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide basic-level software support for both in-house software and vendor supported software.
2. Develop an extensive working knowledge of the Washington County software product suite.
3. Responsible for some database management as directed by a senior.
4. Document software problems and resolutions.
5. Places software into production by loading software into computer; entering necessary commands.
6. Troubleshoot software issues reported by customers and provide solutions.
7. Facilitate problem-solving between end user and Washington County development staff.
8. Act as a Liaison between software vendors and end users.
9. Providing suggestions to improve the software to both the programming staff and management.
10. May create or enhance documentation throughout the support process.
11. Use Trackit system to create, track, and/or update details on the specifics of customer issue(s).
12. Read and write SQL to resolve basic issues.
13. Assist with the testing of new software releases and report issues as needed.
14. Provide basic support service for the County's hosted website.
15. Assist end users with website changes and issues related to their departments.
16. Ensuring site is user friendly and easy to navigate.

17. Reviewing websites and content to help make necessary changes, while following up to ensure those changes are successful.
18. Monitoring and reporting all web traffic and data analytics gathered.
19. Collaborating in discussions to help improve future plans for websites, content, technology, and building online presence.
20. 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.
21. Carry out duties independently with little to no supervision.
22. Occasional evening or weekend work.
23. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

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

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Advanced: Database, Programming Languages

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, 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**

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

## **RESPONSIBILITY FOR WORK OF OTHERS**

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

## **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**

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.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. 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 personal computer support, technical help, and/or basic software support, database analysis, level I technician, project coordination, installation and help desk.

### **WORKING CONDITIONS**

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

### **ENVIRONMENTAL CONDITIONS**

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

The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

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

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; frequently required to stand, walk, reach with hands and arms; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

EDUCATION AND/OR EXPERIENCE

High School Diploma or equivalent plus 2 years of college level courses and 2 years of closely related software application support experience. Prefer Bachelor's degree in a programming or database related field and 3 years of closely related application support experience. Experience in TSQL, HTML, HTTP, CSS, XML, and JavaScript a must.

#### LANGUAGE/COMMUNICATION SKILLS

Must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, developers, realtors, surveyors, engineers, title companies, general public, and other officials.

#### ANALYTICAL ABILITY/PROBLEM SOLVING

Problem solving is what the good support specialist excels in. He or she has to be able to listen to the user's concerns, figure out exactly what the problem is, and come up with a plan for resolving the issue. This often involves creative problem-solving strategies.

#### ORGANIZATION SKILLS

Ability to work on several projects or issues simultaneously. Must be detail-oriented and be able to multitask effectively. Must be able to organize work and establish priorities.

#### OFFICE EQUIPMENT & COMPUTER SOFTWARE

Must be proficient in the use of a computer and job-related software programs. Must be able to effectively operate standard office equipment.

Employees must travel to different sites and locations.

**WASHINGTON COUNTY**  
Job Evaluation

**JOB TITLE: Software Support Specialist**

Computer Software  
Design Technician

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	7	5	54
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	3	3	99
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	4	45
4	<u>Initiative &amp; 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	6	90
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	6	6	100
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	5	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	8	90
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	4	5	49
13	<u>Machine Operations</u> :	6	8	210
14	<u>Working Conditions</u> :	2	3	18
15	<u>Physical Demand</u> :	2	3	13
		895		1003
	Washington County Salary Grade Level	18		20

Signed: \_\_\_\_\_

Date: March 29, 2018

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**April 2018**  
 POSITION **Software Support Specialist**  
 JOB CODE: **20**

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.	3	99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	6 50
		4B 4	
		4C 4	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	6	90
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.	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 5	8 90
		10B 2	
		10C 2	
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	8	210
14	Working Conditions	3	18
15	Physical Demand	3	13
<b>TOTAL VALUE</b>			<b>1003</b>

SIGNED: \_\_\_\_\_



ORDINANCE NO. 2018-\_\_\_\_\_

APPROPRIATION ORDINANCE:

BE IT ORDAINED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE CHANGING THE TITLE OF COMPUTER SOFTWARE DESIGN TECHNICIAN IN THE INFORMATION TECHNOLOGY BUDGET FOR 2018.

ARTICLE 1. The title of the personnel position of Computer Software Design Technician Grade 18 (Position 0115020) in the Information Technology budget of the General Fund (10000115) is hereby changed to Software Support Specialist (Position 0115020).

\_\_\_\_\_  
Joseph K. Wood, County Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

Sponsor: \_\_\_\_\_ Lisa Ecke  
Date of Passage: \_\_\_\_\_ June 21, 2018  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_  
Abstention: \_\_\_\_\_ Absent: \_\_\_\_\_

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TIM HELDER  
SHERIFF



# Washington County Sheriff's Office

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May 21, 2018

To: JESAP and Personnel Committee

The Sheriff's Office recently had a Deputy First Class position open in the Detention Division – Community Service area. Corporal Timothy Caudle requested a voluntary demotion to this position and after interviews, was selected for the position effective May 21, 2018.

Mr. Caudle has worked for the Washington County Sheriff's Office since January 29, 2001 and is a certified law enforcement officer. During his time with the Sheriff's Office he has accumulated over 1,000 hours of training.

Since Mr. Caudle is a valued employee with over seventeen years of law enforcement experience with the Sheriff's Office, I would like to go outside the Program of Salary Administration Guidelines and request his hourly pay be placed at \$18.66. Thank you for your consideration.

Sincerely,

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

Tim Helder  
Sheriff

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Deputy First Class**

Exempt (Y/N): No

DEPARTMENT: Sheriff's Office

DATE REVISED: September, 2012

SUPERVISOR: Sergeant

**SUMMARY:**

The Deputy First Class, under the guidance and direction of the Corporal or Sergeant, protects and serves the County by enforcing laws, both traffic and criminal; as well as rendering aid when called upon. Must meet minimum requirements under state law for certification to work in the jail, plus successfully completing the law enforcement-training academy if required. The incumbent relies on experience and training in the handling of prisoners in the county detention facility, and conducts community presentations. Displays a high level of initiative, effort and commitment towards completing assignments efficiently while working with minimal supervision. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must have the ability to complete the Arkansas law enforcement Training Academy. Must have experience requirements for specific assignments.

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

1. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws.
2. Protect and secure accident, disaster and crime scenes in order to preserve evidence, and protect persons and property by using techniques such as additional manpower, sealing off the area, barricades, locking and guarding establishments, properly place patrol car, and re-route traffic; administer medical aid to preserve life, minimize injuries, prevent shock and prepare for transportation to medical facility.
3. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-by's, property disputes, locate missing persons, assist motorists, and answer any other matter requiring law enforcement assistance. Must be proficient in all court processes and security.
4. Demonstrate the ability to handle complaints that are criminal in nature such as traffic violations, speeding, reckless driving DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other associated procedures.
5. Notifies next of kin and attempts to locate persons in order to convey death or serious injury message; gives emotional and physical support through personal or telephone contact, by utilizing friends, relatives or clergy and applying human relation skills.

6. Complete reports and maintain files, interview suspects and witnesses when necessary and appear in court for testimony. Must demonstrate proficiency in criminal investigation, and the use of related equipment. Serve civil process and warrants.
7. Conduct or arrange for routine maintenance required of the patrol vehicle and related equipment used in the vehicle. To include complex technical and scientific equipment, such as BAC Datamaster, Radar/Lidar, Video Equipment, Evidence Collection Equipment, Automated Fingerprint ID System.
8. Maintains public relations by conducting seminars and speaking to local groups on law enforcement, participate in manhunts, provide child information cards at community events , disseminates information in order to make the public more knowledgeable and other duties as directed by their Supervisor.
9. Collects and retains contraband and evidence in order to seize illegal items and items of evidence in criminal and civil cases, and document charges filed by following search and seizure procedures.
10. Responsible for obtaining and serving arrest warrants and taking individuals into custody as required by the court and Arkansas State Code; conducts interviews and interrogations to obtain evidence, confessions and admissions of criminal acts, and determines cause and contributing factors; advises of Miranda Warning when applicable, questions and observes suspects, drivers, occupants, and witnesses; records the information obtained.
11. Must be proficient in the booking process and the releasing process in excess of 15,000 detainees annually, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainees to jail programs, answer detainee grievances and investigate incidents within the jail.
12. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorneys Office, defense attorneys, family members of jail detainees, and other public or agency contacts as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
13. Monitor maintenance of jail equipment and premises, and make arrangements for repairs.
14. Conduct jail inspections, and testify in Federal, Circuit, District and City courts on jail, civil, or criminal matters.
15. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
16. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
17. Represent the Sheriff's Office in a professional manner to enhance the County's image.
18. Write an effective probable cause before detainment of an individual and for search warrants.

**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:**

Graduation from High School or GED with two years or more of college courses or equivalent experience; completion of jail standards certification training course and ability to obtain state certification through the Arkansas Law Enforcement Training Academy and annual firearms qualification if required. Must have working knowledge of law enforcement, jail operations, civil process, court systems, prisoner transporting, basic first aid, CPR, and protection from blood-related and/or other viruses, County policies and procedures, federal and state laws. Self-defense and physical restraint procedures are also required.

**OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System), and have ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind or domestic abuse convictions and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report. Additionally must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Driver's License.

The incumbent may be required to perform all of the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgement; good powers of observation and memory. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to respond efficiently in all emergencies, natural or man-caused disasters. The incumbent must successfully obtain State Certification in order to effectively operate a breath analyzer if required. This person must also be proficient in the use of a calculator, PC computer, vehicle, radio and typewriter.

**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, drive vehicles, use hands and fingers to handle or feel objects or controls, reach with hands and arms; talk or hear; and smell. The employee is readily required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 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.

While performing the duties of this job, the employee regularly works outside and will be subject to inclement weather. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration and death. The noise level in the typical work environment is moderate too loud.

**Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.**