



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

MEETING OF THE  
WASHINGTON COUNTY QUORUM COURT  
PERSONNEL COMMITTEE

Monday, September 10, 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. Annual Pay Study Update Presentation (4.1)  
Blair Johanson
5. Paralegal/Permit Coordinator – Full-time to Part-Time (5.1-5.4)
6. Heavy Equipment Operator to Assistant Parts Manager (6.1-6.4)
7. Commercial Personal Property Manager to Business Personal Property Manager (7.1-7.3)
8. Commercial Personal Property Deputy to Business Personal Property Appraiser IV (8.1-8.4)
9. Other Business: Any other business to be discussed by the Committee will be brought up at this time
10. Public Comments
11. Adjournment

# Washington County, AR

## Employee Compensation Planning 2019 Budget

### Internal Analysis, Market Pay Study and Recommendation

Blair Johanson  
Johanson Group  
Compensation Consultant

# Arkansas Salary Adjustments

## WorldatWork Study for 2018 & 2019

<b>Actual 2018</b>	<b>Actual 2018</b>
<b>Mean</b>	<b>Median</b>
<b>2.9%</b>	<b>3.0%</b>

<b>Projected 2019</b>	<b>Projected 2019</b>
<b>Mean</b>	<b>Median</b>
<b>3.0%</b>	<b>3.0%</b>

# NWA Regional Salary Adjustments

<b>NOARK NWA Survey 49 Orgs.</b>			
<u>Actual</u>	<u>General</u>	<u>COLA</u>	<u>Merit</u>
2018	2.76%	2.40%	3.03%
<u>Projected</u>	<u>General</u>	<u>COLA</u>	<u>Merit</u>
2019	2.63%	2.25%	3.46%

## Participants

ACE Performance Group, LLC.  
Advanced Environmental Recy Tech AERT  
American Tubing  
Aquaturbo Systems Inc.  
Beaver Water District  
Benton County  
BNSF Logistics  
Brown & Brown, Inc.  
Brunner & Lay Inc.  
CCF Brands, LLC  
City of Bentonville  
City of Fayetteville  
City of Rogers  
Clack Corporation  
Communities Unlimited  
Daisy Outdoor Products  
Dayco Products LLC  
DaySpring  
DB Squared LLC  
First Western Bank  
FM Corp  
Glad Manufacturing Co. / Clorox  
Goodwill Industries of Arkansas, Inc.  
J.B. Hunt Transport Services, Inc.  
Johanson Group

John Brown University  
La-Z-Boy Arkansas  
Marshalltown Company  
Mercy Health System of Northwest Arkansas  
Northwest Arkansas Regional Airport  
Outdoor Cap Co. Inc.  
Pace Industries  
pb2 architecture + engineering  
Procter & Gamble  
Qualchoice  
Rockline Industries  
Ropeswing Hospitality  
Saatchi & Saatchi X  
Sealed Air Corp  
Simmons Foods  
Stephens  
Sunshine School & Development Center  
The Harvest Group  
The Jones Center  
Tyson Foods, Inc.  
University of Arkansas  
Walton Arts Center  
Washington County  
Whiskey Holdings

# Average Annual Pay Comparisons

- State 2017 Average: \$40,539 or \$19.49/Hour
- NWA Regional 2017 Average: \$45,822 or \$22.03/Hr.
- Washington Co. Employees' 2018 Average: \$38,043  
or \$18.29/Hr.

**State and Regional Pay Data**  
**Source: Arkansas DOL – BLS:**  
**May, 2017 Study**

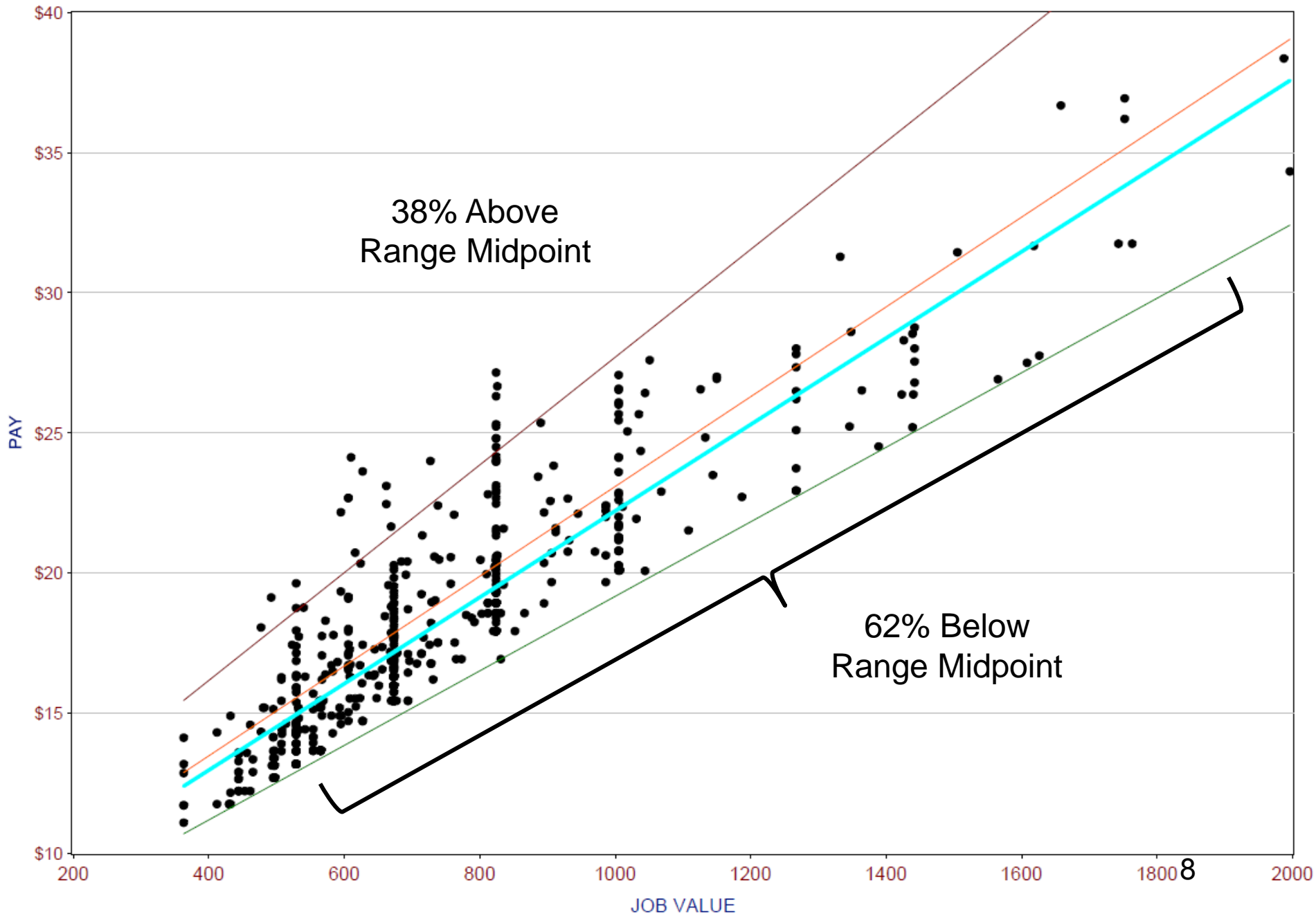
# Pay Average Differences Based on New Hires and Terminations

## January through August, 2018

- ❖ 96+ New Hires\* - Average Hourly Pay: \$14.28
- ❖ 86+ Terminations\* - Average Hourly Pay: \$18.03
- ❖ Average Length of Service: 5.35 years

\* Does not count part-time or temporary new hires.

# Washington County Scatter Graph of Actual Pay 8-2018





# Washington County

## Market Pay Variance Summary

### August 2018

**WASHINGTON COUNTY**  
**EXHIBIT 4A: STATISTICAL DETAILS FOR MARKET PAYLINE COMPARISONS**

Pay Data Source	% Variance	Titles	Correlation	Slope	Intercept
YOUR PAY SCENARIO		279	88.88%	0.01557	6.68
NWA Cities	-10.3%	173	93.75%	0.01941	5.94
NOARK	-8.2%	144	94.68%	0.01779	6.92
NWA DOL	-7.7%	176	95.45%	0.01679	7.55
Benton Co.	+0.2%	177	88.92%	0.01330	8.87
Sebastian Co.	+5.9%	176	87.92%	0.01046	10.08

**2018 Market Variance Mean: - 4.11%**  
**2018 Market Variance Median: - 7.70%**

**2017 Market Variance Mean: - 4.33%**  
**2017 Market Variance Median: -7.01%**

**2016 Market Variance Mean: - 7.16%**  
**2016 Market Variance Median: - 9.20%**

# Washington County

## Market Pay Variance Summary – Past 10 Years

Year	Variance to Market Pay Average
2018	-4.11%
2017	-4.33%
2016	-7.16%
2015	-3.31%
2014	-1.81%
2013	-3.24%
2012	-2.20%
2011	-3.62%
2010	-0.25%
2009	-0.50%

**Ten Year Average: -3.05%**

# Sheriff's Request for Adoption of the City's Police Pay Step Schedule

**Loss of Trained Patrol Uniformed Staff to the City  
City's Pay Plan Significantly Higher than the County's**

## Step/Range Pay Minimums by Job Title

	Police Officer/ Deputy First Class	Corporal	Sergeant	Lieutenant	Captain	Major	Deputy Chief
City of Fayetteville	\$38,501	\$46,176	\$51,168	\$59,363	\$68,598	\$75,982	\$83,366
Washington County	\$32,094	\$37,274	\$41,766	\$47,694	\$51,854	\$56,347	\$60,944
\$ Variance	-\$6,407	-\$8,902	-\$9,402	-\$11,669	-\$16,744	-\$19,635	-\$22,422
% Variance	<b>-19.96%</b>	<b>-23.88%</b>	<b>-22.51%</b>	<b>-24.47%</b>	<b>-32.29%</b>	<b>-34.85%</b>	<b>-36.79%</b>

# Sheriff's Request for Adoption of the City's Police Pay Step Schedule

- City's LOPFI retirement plan pays 89% of base salary upon retirement compared to the County's APERS plan which pays 50% of base salary
- State law requires three weeks of annual vacation leave for City-based police uniformed personnel
- City pays police uniformed personnel premium holiday pay for worked holidays

# Sheriff's Request for Adoption of the City's Police Pay Step Schedule

- Pay placement for 82 uniformed ranked personnel on City's police pay step salary schedule based on time in position
- Base salary increase: \$734,830
- Additional benefits expense: \$276,002
- Total additional annual expense: \$1,010,832

# 2018 Pay Study Adjustment Recommendation

## **Adjust Employees' Pay by 4%**

### **Reasoning:**

- The County's internal pay mean is 4.11% behind the market pay mean and 7.70% behind the market pay median based on the 2018 market pay study.
- The regional projected average salary adjustments in 2018 will range from 2.5% to 3.5%
- From 62% of the County's employees' pay below pay range midpoint to 52% with a 4% pay increase.

**Joseph K. Wood**  
COUNTY JUDGE



**Michael Watson**  
H.R. DIRECTOR

**WASHINGTON COUNTY, ARKANSAS**  
**HUMAN RESOURCES OFFICE**

September 10, 2018

To: Personnel Committee

The County Attorney's Office has been without a Paralegal/Permit Coordinator since April 2018. His work load warrants having a paralegal to handle many of the less complex tasks required of his position. He recently hired a law clerk to perform this role. The County Attorney feels that the position can be adequately performed on a part-time basis.

The County Attorney anticipates using the residual funds from the current full-time slot that was allocated from the 2018 budget to pay for the part-time position. Ordinance 2000-24, (Section 2-173) authorizes the hiring of a law clerk.

We respectfully request that the full-time position be changed to a part-time position in order to provide funding flexibility for the County Attorney's office.

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

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 PARALEGAL/PERMIT COORDINATOR TO PART-TIME PARALEGAL/PERMIT COORDINATOR IN THE COUNTY ATTORNEY BUDGET FOR 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. The title of the personnel position of Paralegal/Permit Coordinator, Grade 16 (Position 0122003) in the County Attorney Budget of the General Fund (1000 0122) and the Road Fund (2000 0200) is hereby changed to Part-time Paralegal/Permit Coordinator (Position 0122003) for 2018.

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

\_\_\_\_\_  
Date

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

Sponsor: \_\_\_\_\_ Bill Ussery

Date of Passage: \_\_\_\_\_ September 20, 2018

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

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



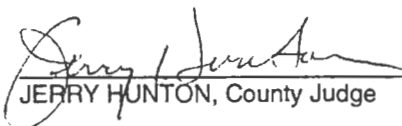
**ORDINANCE NO. 2000-24**  
**PAGE 2**

**ARTICLE 3.** Section 2-173, Compensation, is hereby amended to read as follows:

- a. The County Attorney shall receive a compensation specified by the budget.
- b. Upon approval by the County Judge, the County Attorney may retain a law clerk when necessary to perform the duties as set out herein.

**ARTICLE 4.** Section 2-174, Duties, is hereby amended to read as follows:

1. To draft all ordinances, resolutions, contracts, leases, conveyances, bonds, and such other instruments of writing as may be required by the County in the conduct of its business.
2. To furnish written opinions upon subjects of a legal nature relating to the affairs of the County government when requested to do so by the Quorum Court, County Judge, other elected officials, or the chairman of any administrative board, commission, committee or authority of the County.
3. To furnish legal advice regarding the activities of the County to the Quorum Court, County Judge, other elected officials, various administrative boards, commissions, or authorities of the County.
4. To attend all meetings of the Quorum Court, including committee meetings if requested by the chairman of such, and to render such advice and consultation as may be appropriate thereto; and upon request by the County Judge, to attend any meetings of the various administrative boards, commissions or authorities of the County.
5. To represent the County's interest in all legal matters and proceedings. The County Attorney shall not be responsible for initiating or maintaining civil actions involving mental commitments.

  
 \_\_\_\_\_  
 JERRY HUNTON, County Judge

6-9-00  
 \_\_\_\_\_  
 DATE

  
 \_\_\_\_\_  
 MARILYN EDWARDS, County Clerk

Sponsor: Bill Yancey  
 Date of Passage: June 8, 2000  
 Votes For: 13 Votes Against: 0  
 Abstention: 0 Absent: 0

## Washington County Paralegal/Permit Coordinator Job Description

**Job Code:** 16  
**Exempt:** No  
**Department:** County Attorney  
**Reports To:** County Attorney  
**Location:** Washington County Courthouse  
**Date Prepared:** July 06, 2016  
**Date Revised:** November 30, 2017

### GENERAL DESCRIPTION OF POSITION

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years 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.

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

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

Not indicated.

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

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

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

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

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**

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

## **ENVIRONMENTAL CONDITIONS**

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

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

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

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

**ADDITIONAL INFORMATION**

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

Joseph K. Wood  
COUNTY JUDGE



Michael Watson  
H.R. DIRECTOR

WASHINGTON COUNTY, ARKANSAS  
HUMAN RESOURCES OFFICE

September 10, 2018

To: Personnel Committees

The Road Department is requesting that one of its unfilled Heavy Equipment Operator (Grade 11) positions be converted into an Assistant Parts Manager (Grade 11) position. The fact that both positions are similarly graded makes the funding requirements seamless.

The work load warrants having an additional staff member focused on effectively handling the various tasks (e.g. picking up spare parts, attending to broken down vehicles, etc.) that have to be addressed on a daily basis but will still allow the Parts Manager to supervise the shop floor. It is anticipated that the occupant that perform these duties will have a deep knowledge of spare parts and inventory management.

We appreciate your consideration of these requests.

Respectfully,

A large, stylized handwritten signature in black ink, appearing to be "JKW", is written over the typed name and title of Joseph K. Wood. The signature is highly cursive and loops around the text.

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

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 HEAVY EQUIPMENT OPERATOR TO ASSISTANT PARTS MANAGER IN THE ROAD DEPARTMENT FOR 2018.

ARTICLE 1. The title of the personnel position of Heavy Equipment Operator, Grade 11 (Position 0200240) in the Road Department's Budget of the Road Fund (20000200) is hereby changed to Assistant Parts Manager, Grade 11 (Position 0200240) for 2018.

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

\_\_\_\_\_  
Date

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

Sponsor: \_\_\_\_\_ Bill Ussery \_\_\_\_\_  
Date of Passage: September 20, 2018  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_  
Abstention: \_\_\_\_\_ Absent: \_\_\_\_\_



## Washington County

### Assistant Parts Manager

### Job Description

**Job Code:** 11  
**Exempt:** No  
**Department:** Road  
**Reports To:** Parts Manager/Shop Supervisor  
**Location:** Road Department Facilities  
**Date Prepared:** August 10, 2018  
**Date Revised:**

#### GENERAL DESCRIPTION OF POSITION

Under the general supervision of the Parts Manager or the Shop Supervisor, the incumbent provides assistance to the maintenance shop. The incumbent is responsible for approximately \$800,000 worth of tools, equipment and \$400,000 in parts and supplies.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assume responsibility to update, correct and maintain the Parts Department inventory by adding, deleting, adjusting and relocating inventory as an ongoing process always assuring accuracy.
2. Receive parts always checking for accuracy and complete Part Orders from various vendors to maintain accurate billing and assuring proper stocking.
3. Maintain a clean and orderly warehouse.
4. Prepare work orders for various equipment and machinery. List parts and labor time on each job requiring shop work. Maintain accurate files on various jobs, parts used, labor required, etc.
5. Pick up parts from various parts stores, when needed.
6. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
7. Assist with emergency situations and repairs in a safe and efficient manner.
8. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
9. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
10. Must be able to communicate with multiple vendors on a daily basis.
11. Regular attendance is required.
12. Employee is required to have a county credit card. Employee is required to purchase parts and supplies with purchase order or credit card. Purchase activity ranges from \$25,000 to \$50,000 per month.

13. Employee may be required to work during inclement weather and emergency situations.

14. 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**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 4 years 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.

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Database

Basic: Contact Management, 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**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat 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 not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory 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.

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

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

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

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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

## **WORKING CONDITIONS**

Periodically exposed to such elements 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.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions. 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, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 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:**

Minimum of high school diploma or general education degree (GED); four (4) years previous experience in construction operation, maintenance of heavy machinery, and light mechanic work.

### **OTHER SKILLS and ABILITIES:**

The incumbent must possess good communication skills for interaction with other individuals within the County and limited contact with vendors. The incumbent is required to use a calculator, basic computer applications and two-way radio. Use of a computer is 5 to 8 hours per day.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads and perform manual labor.

### **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 incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**August 2018**  
 POSITION **Assistant Parts Manager**  
 JOB CODE: **11**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	7	74
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.	2	20
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	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.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	6 51
		10B 0	
		10C 3	
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	5	24
<b>TOTAL VALUE</b>			<b>527</b>

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

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

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 COMMERCIAL/PERSONAL PROPERTY MANAGER TO BUSINESS/PERSONAL PROPERTY MANAGER IN THE ASSESSOR'S OFFICE FOR 2018.

ARTICLE 1. The title of the personnel position of Commercial/Personal Property Manager, Grade 20 (Position 0105041) in the Assessor Budget of the General Fund (10000105) is hereby changed to Business/Personal Property Manager, Grade 20 (Position 0105041) for 2018.

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

\_\_\_\_\_  
Date

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

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

Date of Passage: September 20, 2018

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

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

## Washington County Commercial Personal Property Manager Job Description

<b>Job Code:</b>	20
<b>Exempt:</b>	Yes
<b>Department:</b>	Commercial Personal Property Manager
<b>Reports To:</b>	Assessor
<b>Location:</b>	Assessor's Office
<b>Date Prepared:</b>	July 27, 2018
<b>Date Revised:</b>	August 30, 2018

### GENERAL DESCRIPTION OF POSITION

The Commercial Personal Property Manager performs complex professional, administrative and managerial work, planning, organizing and directing a comprehensive program of the appraisal of tangible business personal property, and ensures compliance with all laws, rules and regulations pertaining to assessment of personal property. The manager is responsible for assisting the Chief Deputy of Personal Property with the day to day assigning of duties, as well as, seeing that these duties are performed in a timely and accurate manner. The person in this position is responsible for supervising 5 or more employees. He or she must be adept in decision making, delegating tasks, and maintaining quality control, as well as, handling problem taxpayers who can be in extreme moods. The Commercial Personal Property Manager is responsible to oversee completion and/or assist business owners or their agents with assessments of their businesses. The purpose of the position is to serve the public in a competent and respectful manner, provide convenient assessing, answer commercial/business questions/problems, and to ensure that each taxpayer is correctly assessed. The manager is responsible for accurately assessing approximately \$1.5 billion in appraised business personal property values within Washington County.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise five Commercial Personal Property deputies working in the Business Department. Distribute job assignments equitably among available personnel to maintain commercial personal property department efficiency and quality control. This includes field, data entry and receptionist assessors.
2. Act as the representative for the Chief Deputy of Personal Property in their absence.
3. Help build positive relations within the department and any external parties.
4. Ensure all staff are trained and required to utilize the most up-to-date technology and procedures available.
5. Must be able to assess each situation encountered and decide on the appropriate action or response with the information supplied. If there is not sufficient information available, he or she may be required to supply an appropriate response based on their knowledge and experience, using cost manuals and internet research, and in accordance with State and County regulations.
6. Responsible for sending out field auditors in a controlled discovery search for new businesses in order to cover the entire county to find new businesses that will be added to the tax roll. This requires significant knowledge of Real Estate records and Arc Reader.

7. Make corrections to business assessments of current as well as prior years.
8. Ensure that the staff is present and accounted for at the appropriate times and that the commercial personal property office is always properly maintained, and keep a log of time off for sick as well as vacation. This would include assisting the Chief Deputy of Personal Property in scheduling lunches, breaks and vacations in the main office as well as outer offices.
9. Upon receiving assessments, the manager must make sure that the renditions are date stamped when received. Ensure late penalties are applied as necessary.
10. Ensure that all commercial personal property assessments (over 8,000) are mailed, e-mailed or assessed online for business owners or their designated representative after completion.
11. Responsible for overseeing county canvas that is responsible for finding new businesses.
12. Ensure the supplies are satisfactory for the department and order more when necessary.
13. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
14. Assess taxpayer's needs and determine proper assessment procedures, proper school district, and previous assessing status.
15. Complete commercial personal assessment forms using the state manuals and commercial depreciation schedules. Vehicles and heavy equipment that should and do not automatically depreciate, must be adjusted using all proper avenues available as well as the assessor's reasonable judgment in accordance with State and County Laws.
16. Ensure that all commercial/business assessments are accurate for the accounting of taxable personal property within the county, and to ensure all existing and new businesses are assessed each year. Desk or on-site auditing may be required if the assessment appears to be insufficient.
17. Update assessment records and ensure that proper changes are entered into the computer system such as business name changes, address changes as well as F/F/&E and inventory updates and/or deletions.
18. Provide assistance to the public in person, via telephone or fax, by providing information concerning assessed values or an explanation of the appraisal process.
19. Provide assistance to/interview company representatives/public with the completion of commercial personal assessment form, answer questions, etc., via telephone, fax, e-mail, online or in person. This may include lawyers, CPA's, etc.
20. Assists the collector with information on businesses they are trying to collect on.
21. Perform on-site inspections of property to determine exactly what needs to be assessed, answer questions, and explain the depreciation schedule used to arrive at an assessed value.
22. Perform research on previous assessments to provide continuity of parcel number, assuring correct identification of taxpayer for the Collector. Gather sufficient assessment information for verification of payment of taxes for the Collector in more than one county.



23. Provide assistance to newly established businesses, out-of-state businesses, lease companies, or an unfamiliar proprietor with accurate explanation of the assessment process and State regulations.
24. Obtain information for "request for field check" including accurate directions for locations of new businesses to be added or an "out-of-business" to be removed from the tax rolls.
25. Complete revised commercial assessments with additional furniture, fixtures, and equipment or deletions. Apply late penalty, if applicable.
26. Ensure that all commercial and business personal property assessments are accurate in accordance with state law in order to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, city, and county organizations.
27. After completion of all received current year renditions, the commercial business assessor must check all previous existing assessments and contact the establishments to inquire why the current year's rendition has not been received.
28. Be familiar with and able to use ARC Reader to locate by commercial layer, RPID, etc. and to assign map index page, and for canvas and field check discovery.
29. Helps the Personal Property department with personnel when they are short of people to handle customers, phones and outer offices.
30. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
31. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
32. Apply change, risk and resource management.
33. Assess program performance and suggest necessary changes or enhancements.
34. Develop, implement and monitor projects related to the assessment process.
35. Develop and implement a thorough quality assurance program.
36. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

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

## **COMMUNICATION SKILLS**

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

Ability to 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 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**

Intermediate: Database

Basic: Alphanumeric Data Entry, Contact Management, 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**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

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

## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

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: Will carry out supervisory responsibilities in accordance with the organization's policies and applicable law. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems. When needed, will follow Assessor's disciplinary policy and procedure using FORM PIP Created 8/20/15

## **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**

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**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

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

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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

## **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 stand, sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl; and occasionally required to walk, climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; peripheral vision; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

### **QUALIFICATION REQUIREMENTS:**

Thorough understanding of project/program management techniques and methods. The incumbent for this position would example outstanding leadership and organizational skills, excellent communication skills and excellent problem solving skills.

### **EDUCATION and/or EXPERIENCE:**

Minimum requirements include Bachelor's degree, advanced understanding of accounting principles, Certified by the Assessment Coordination Department of the state of Arkansas as a Senior Administrator, at least 5 years' experience as a supervisor in the assessment field. Must have at least 2 years of project management experience. Must also be proficient in Windows based programs, Excel, Word, Access, as well as mapping software (ArcReader and Cama).

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**September 2018**  
 POSITION **Commercial Personal Property Manager**  
 JOB CODE: **20**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	8	89	
2	Experience-Minimum time to become familiar with management requirements of the job.	5	165	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	70	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5	36
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	100	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	2	33	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	6	80	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 6	9	110
		10B 1		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57	
12	Contacts with Employees: Responsibility for effective handling of others.	3	28	
13	Machine-Computer Operations	6	120	
14	Working Conditions	2	12	
15	Physical Demand	2	8	
<b>TOTAL VALUE</b>			<b>1035</b>	

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

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

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 COMMERCIAL/PERSONAL PROPERTY DEPUTY TO BUSINESS/PERSONAL PROPERTY APPRAISER IV IN THE ASSESSOR'S OFFICE FOR 2018.

ARTICLE 1. The title of the personnel positions of Commercial/Personal Property Deputy, Grade 17 (Positions 0105042, 0105043, 0105044, 0105045, 0105046) in the Assessor Budget of the General Fund (10000105) is hereby changed to Business/Personal Property Appraiser IV, Grade 17 (Positions 0105042, 0105043, 0105044, 0105045, 0105046) for 2018.

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

\_\_\_\_\_  
Date

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

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

Date of Passage: ~~September 20, 2018~~

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

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

## Washington County Business Personal Property Appraiser IV Job Description

<b>Job Code:</b>	17
<b>Exempt:</b>	No
<b>Department:</b>	Assessor's Office
<b>Reports To:</b>	Business Personal Property Manager
<b>Location:</b>	Washington County Office Building
<b>Date Prepared:</b>	August 30, 2018
<b>Date Revised:</b>	August 31, 2018

### GENERAL DESCRIPTION OF POSITION

The Business Personal Property Appraiser IV is responsible to ensure that all business property is assessed properly within Washington County. Employee is required to be competent in all functions of the Assessor's office concerning business and personal property appraisals. Must be able to represent and interpret all corresponding policies and procedures to ensure that all business property functions are performed efficiently and in a professional and timely manner. Must audit all types of business assessments, appraise county owned business property and participate in the operations of the office by assisting in all duties as needed. All assessments must be accurate in accordance with county policies and state laws to provide the records base for the County Collector for the appropriate amount of tax collection for the operation of the county, schools and cities. Complete and/or assist business owners or agents with assessments of the business furniture, fixtures, machinery, equipment, vehicles and inventory every year. This assistance may be in the office or on-site at the place of business, and may consist of explaining the assessment process as well as the discovery of new businesses. Aircraft and leased vehicles are also the responsibility of the business personal property department. The purpose of the position is to serve the public in a competent and respectful manner, provide convenient assessing, answer business questions /problems, and to ensure that each taxpayer is correctly assessed and entered into the business property database. The Business Personal Property department is responsible for accurately assessing \$1.5 billion in business property annually.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assess taxpayer's needs and determine proper assessment procedures, proper school district and previous assessing status.
2. Complete business personal property assessment forms using the Arkansas Assessment Coordination Department manuals and commercial personal property depreciation schedules. Use the Assessor's search engine to research ownership of vehicles. Vehicles and heavy equipment that do not automatically depreciate must be adjusted using all proper procedures at their disposal in accordance with State laws.
3. Ensure that all business personal property assessments made are accurate for the accounting of taxable business personal property each year.
4. Update assessment records and ensure that proper changes are entered into the database; such as business name changes, address changes as well as furniture, fixtures and equipment, including inventory updates and/or deletions.

5. Provide assistance to the public in person, via telephone, email, on-line, fax, or on-site by providing information concerning assessed values or an explanation of the appraisal process.
6. Perform on-site inspections of property to determine exactly what needs to be assessed, answer questions, and explain the depreciation schedule used to arrive at an appraised value. Take measurements of suites, strip mall businesses, or any business with apportioned spaces not using the entire building in order to have accurate measurements for appraising by the square foot method if assessment is not turned in by business.
7. Perform research on previous assessments to provide continuity of account number, assuring correct identification of taxpayer for the Collector. Gather sufficient assessment information for verification of payment of taxes for the Collector in more than one county.
8. Provide assistance to newly established businesses, business professionals (such as CPA's and attorneys), out-of-state businesses, lease companies, or an unfamiliar proprietor with an accurate explanation of the assessment process.
9. Obtain information for "request for field check" forms; including accurate directions for locations of new businesses to be added or "out-of-businesses" to be removed from the tax rolls.
10. Complete revised business personal property assessments with additional and/or deletions of furniture, fixtures, equipment and inventory. Apply late penalty, if applicable.
11. Ensure that all business personal property assessments are accurate in accordance with state law, using standard appraisal principles, in order to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of county, schools and cities.
12. After completion of all received current year renditions, the business personal property appraiser must check all previous existing assessments and contact the establishments to inquire why the rendition has not been received.
13. Conduct all liaison activities in a professional manner to ensure maximum cooperation between other county office, internal co-workers, State Revenue department, Arkansas Assessment Coordination Department and the Public Service Commission.
14. Ensure that all activities are performed professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
15. Physically canvas county routinely to insure all businesses are assessed by address and account number.
16. Find and make sure all aircraft housed in Washington County are assessed annually.
17. Ensure that all leased vehicles are assessed so that lessees may get registrations and license tags. The Business Personal Property Appraiser acquires proper documentation and assigns the correct tax districts based on garaging address.
18. Complete required education or training whenever opportunities arise or are required, unless exempted by Elected Official.



19. Do special research projects as assigned by the Assessor, Chief Deputy Assessor of Personal Property or Business Personal Property Manager. Do online directory research along with field checks to establish if a business was operational or relocated as of the May 31.
20. Be familiar with and able to use the Real Estate database to identify tax districts, owners, contacts, and any items that could be double assessed with the real estate records (i.e. signs, freezers, coolers, lock boxes, ATM's, gas pumps, tanks, canopies, etc.).
21. Be familiar with and able to use online mapping software for field checks and the annual new business canvas.
22. Desk audit and enter self-reported assessments. If there is no contact, discover if still in business or relocated and try to get tax payer to provide yearly assessment by phone, email or letter. If no response and business is still operational Business Personal Property Appraiser will assess the business by square foot, force, or comparable method.
23. Make comparisons of like businesses. If the business is outside normal ranges for their square footage and asset reporting, contact by letter requesting a revision of the assessment.
24. Defend business appraisals at Equalization Board, County and Circuit Court hearings and give testimony at trials if necessary. Make adjustments to assessed values according to the determinations from these hearings.
25. Ensure that all information requested by the Arkansas Assessment Coordination Department, taxpayers, tax consultants, and others is available in a timely manner. Must be knowledgeable of all legislative amendments and state regulations affecting the valuation of business property.
26. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

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, 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 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**

Must be certified by the Arkansas Assessment Coordination Department as a Level IV appraiser within two years.

Valid Arkansas Driver's License

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

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Database, Spreadsheet

Basic: Alphanumeric Data Entry, Contact Management, 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**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **RESPONSIBILITY FOR WORK OF OTHERS**

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**

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.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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

## **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 not indicated.

## **PHYSICAL ACTIVITIES**

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

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

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

## **ADDITIONAL INFORMATION**

### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma plus two (2) years of public service experience or two (2) of years college or technical school with emphasis in business or associate's degree. Must be certified by the Arkansas Assessment Coordination Department as a Level IV appraiser within two years; and a minimum of one (1) year appraising experience is preferred. Must have basic knowledge of accounting principles and the ability to understand and draw conclusions from financial statements to assist in the business appraisal process.

### **OTHER SKILLS and ABILITIES:**

This position has considerable public contact, and should possess good communications skills, good human relations skills, decision-making skills, and have the ability to work cooperatively with the public. The incumbent should possess knowledge of modern office equipment, general computer skills and Microsoft Office. Must be able to organize and work with limited supervision. Will drive a county vehicle when performing on-site inspections.

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**September 2018**

POSITION **Business Personal Property Appraiser IV**  
JOB CODE: 17

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.	4	45	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5	36
		4B 4		
		4C 2		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0		
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	9	110
		10B 2		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	4	38	
13	Machine-Computer Operations	6	120	
14	Working Conditions	3	18	
15	Physical Demand	2	8	
<b>TOTAL VALUE</b>			<b>754</b>	

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

**WASHINGTON COUNTY**  
Job Evaluation

**JOB TITLE: Business Personal Property Appraiser IV**

Appraiser IV

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	5	5	54
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	0	0
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative &amp; Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	5	5	70
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	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	9	110
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	4	4	38
13	<u>Machine Operations</u> :	6	6	120
14	<u>Working Conditions</u> :	3	3	18
15	<u>Physical Demand</u> :	2	2	8
		734		754
	Washington County Salary Grade Level	16		17

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

Date: August 31, 2018