



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, April 8, 2019
6:00 P.M.
Washington County Quorum Court Room

Vice-Chair Susan Cunningham
Judith Yanez
Lisa Ecke

Chair Butch Pond

Sam Duncan
Shawndra Washington
Sue Madison

A G E N D A

1. CALL TO ORDER AND WELCOME

2. PRAYER AND PLEDGE

3. ADOPTION OF AGENDA

At the beginning of each meeting, the agenda shall be approved. Any JP may request an item be added or removed from the agenda subject to approval of the Committee.

4. UNFINISHED BUSINESS

NEW BUSINESS

5. REQUEST FROM JUDGE STACEY ZIMMERMAN TO CHANGE THE POSITION OF JUVENILE PROBATION OFFICER, GRADE 15 TO JUVENILE PROBATION OFFICER/SPECIALIZED POLICE OFFICER, GRADE 16 *Item 19-I-039 (5.1 – 5.3)*

6. PUBLIC COMMENT

Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.

7. ADJOURNMENT



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

STATE OF ARKANSAS
CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
JUVENILE DIVISION
WASHINGTON & MADISON COUNTIES
885 CLYDESDALE DR.
FAYETTEVILLE, AR 72701
Tel.(479) 444-1739
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DELIA FOSTER
Trial Court Assistant
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RICHARD FOUNT
Official Court Reporter
rfount@co.washington.ar.us

April 8, 2019

Re: Request to approve change in title and starting salary for a new hire

Dear Members of the JESAP, Personnel, Finance Committee and Quorum Court:

Due to reorganization resulting from recent staff moves, we are transferring an officer from ERC Juvenile Officer II/SPO to the vacant slot of Juvenile Probation Officer (slot 403006 grade 15). I am requesting that slot 403006 be changed to **Juvenile Probation Officer/SPO grade 16**. The reason for this request is because the officer transferring into slot 403006 is already law enforcement certified and holds a grade 16.

Additionally, I want to hire an applicant for slot 403013 Juvenile Probation Officer II/SPO grade 16 at a starting wage of \$17.26. This applicant is a certified law enforcement officer and has several years of work-related experience. We would be saving time and money by hiring an applicant who already holds a law enforcement certification.

I formally request that you amend the title for slot 403006 of Juvenile Probation Officer to Juvenile Probation Officer /SPO and authorize the request to hire an applicant for slot 403013 (ERC Juvenile Officer II/SPO) at the wage of \$17.26 per hour. This request is budget neutral and no additional money is being requested.

Respectfully Yours,

Stacey Zimmerman

Circuit Judge

Washington County Juvenile Probation Officer/Specialized Police Officer Job Description

Job Code:	16
Exempt:	No
Department:	Juvenile Court Division
Reports To:	Circuit Court Judge & Director of Juvenile Court
Location:	Juvenile Court
Date Prepared:	February 04, 2019
Date Revised:	February 05, 2019

GENERAL DESCRIPTION OF POSITION

The Juvenile Probation Officer is responsible for supervision of Juvenile Court cases, including working with juveniles and families involved in Delinquency and/or FINS (Family in Need of Services) cases to monitor compliance with court orders as well as refer juveniles and families to services needed for rehabilitation. The Juvenile Probation Officer will be required to maintain case documents, and testify in court, and will work as part of a team to address an array of juvenile and family situations. This position requires decision-making, problem solving, and accurate reporting skills, as well as the ability to interact effectively with juveniles, families, community groups, and other agencies.

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Juvenile Officers will be appointed by the Judge to receive additional training and law enforcement certification as Court Security Officers. Court Security Officers will assist the Washington County Sheriff's Office with providing security for the courthouse, assist Juvenile Probation Officers with taking juvenile probationers into custody, provide Juvenile Officers with additional security during home visits, and perform other duties as directed by the Judge.

As sworn Specialized Police Officers, the Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm both on and off duty, and use force to control or terminate violent behavior and safely take offenders into custody.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise Juvenile Court cases to which they are assigned, including monitoring the clients' progress and adherence to court orders, identifying potential problems, taking corrective action, and making recommendations to the court.
2. Perform random visits to the school, home, job site, or treatment facility, as well as conduct regular office visits and phone calls.
3. Maintain contact with juveniles and families, as well as community agencies. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law.
4. Work with Interstate Compact to coordinate the return of juveniles to their home state when they are runaways or have a warrant from another jurisdiction, as well as coordinate the transfer of probation.
5. Work with other Probation Departments throughout the State of Arkansas to share information and provide supervision for juveniles who have moved within the State.

6. Make appropriate referrals to public or private agencies, including schools, service providers, community agencies, and the Department of Human Service, to ensure that clients obtain services needed for rehabilitation.
7. Maintain close communications with all law enforcement agencies within Washington County.
8. Work as part of a team with other Juvenile Officers to provide twenty-four hour on call coverage on a rotating schedule.
9. This position requires performing occasional evening and weekend work.
10. Assist with transporting juveniles and families to programs and services, as needed.
11. Maintain, update, and complete all necessary paper and computer documents to include, but not limited to:
 - Maintaining computerized database records of meetings with all concerned parties, psychological assessments, school reports, counseling reports, data on probationer and family, proof of completion of public service, and payment of fines, cost, fees, restitution.
 - Updating the Juvenile Court computer database with case information.
 - Preparing requests for the Prosecuting Attorney to file Show Causes and/or Petitions for Revocation of Probation.
 - Completing and filing court orders.
 - Maintaining paper case files, preparing all needed records for court hearings and distributing reports to all parties before court hearings.
 - Ensuring that all juvenile records are kept confidential and that information relating to a juvenile is not released except to authorized persons.
12. Prepare sentencing recommendations based upon consideration of the details of the case and the juveniles involved.
13. Testify in court to present case information, relate successes or problems, inform the court about placement options, and make recommendations about the continued detention or release of a juvenile.
14. Speak to various public and community groups regarding the Juvenile Court process and juvenile services if called upon. May represent the Juvenile Court on committees as assigned by the Judge.
15. Maintain a current knowledge of the Arkansas Juvenile Code, available services, and treatment and placement options, both locally as well as across the State of Arkansas.
16. Administer drug screens to juveniles and their families as ordered by the court.
17. Attend all staff meetings and training sessions.
18. Represent the department in a professional manner, this includes dressing in a professional manner, to enhance the County's image and minimize loss of goodwill.

19. Take youth into custody and escort them to the Juvenile Detention Center.
20. Maintain the safety and security of members of the public as well as Juvenile Court Department staff, both at the Juvenile Justice Complex as well as out in the community during home visits.
21. Serve warrants, subpoenas, and other court papers.
22. Perform any other related duties as required or assigned.

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 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. 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

The officer must complete 40 hours of initial "Juvenile Officer Certification" training provided by the Arkansas Office of the Courts to be a Certified Juvenile Officer, and must complete 12 hours of additional training annually to maintain this certification.

The officer must complete a Basic Law Enforcement Training Course (a minimum of 120 hours) to obtain certification as a Specialized Police Officer through the Arkansas Commission on Law Enforcement Standards and Training, and must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification. The officer must complete 16 hours of training annually to maintain these certifications.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS: Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, 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, 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

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 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 the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

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

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) 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.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

This job carries a degree of threat; dangerous situations can occur at any time.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

The Juvenile Probation Officer should possess a Bachelor's Degree in a related field plus four (4) years of work experience, or an equivalent combination of education and experience. The officer must complete 40 hours of initial "Juvenile Officer Certification" training provided by the Arkansas Office of the Courts to be a Certified Juvenile Officer, and must complete 12 hours of additional training annually to maintain this certification.

The officer must complete a Basic Law Enforcement Training Course (a minimum of 120 hours) to obtain certification as a Specialized Police Officer through the Arkansas Commission on Law Enforcement Standards and Training, and must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification. The officer must complete 16 hours of training annually to maintain these certifications. The officer cannot have a criminal record. The officer should have experience working with teenagers.

OTHER SKILLS and ABILITIES:

This position requires a high level of problem solving skills, listening skills, good judgment skills, and communication skills when dealing with juveniles, families, and the public.

The officer should possess typing and computer skills, and have knowledge of modern office practices, procedures, and equipment.

The officer should have strong written and verbal communication skills, and must possess the ability to establish rapport with individuals under difficult circumstances.

The officer must have the ability to de-escalate volatile situations involving juveniles and their families. The ability to maintain composure and positively motivate juveniles and their families are essential.

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE CHANGING THE TITLE AND GRADE OF ONE FULL-TIME POSITION IN THE CIRCUIT COURT III BUDGET FOR 2019.

WHEREAS, the Washington County Circuit Court III desires to change the title and grade of a Juvenile Probation Officer to Juvenile Probation Officer/Specialized Police Officer for 2019; and,

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

ARTICLE 1. The title of the personnel position of Juvenile Probation Officer (Position 0403006, Grade 15) in the Circuit Court III Budget of the General Fund (10000403) is hereby changed to Juvenile Probation Officer/Specialized Police Officer (Position 0403006, Grade 16) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent: