



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, September 9, 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.

NEW BUSINESS

4. **EMPLOYEE COMPENSATION PLANNING 2020 BUDGET PRESENTATION – BLAIR JOHANSON**

5. **REQUEST FROM JUDGE JOSEPH WOOD TO CHANGE THE TITLE OF KENNEL SUPERVISOR, GRADE 14 TO KENNEL SUPERINTENDENT, GRADE 16 IN THE ANIMAL SHELTER BUDGET FOR 2019 (5.1 – 5.4)**

6. **REQUEST FROM JUDGE STACEY ZIMMERMAN TO CHANGE THE TITLE OF DIRECTOR JUVENILE COURT/SPO, GRADE 24 TO DIRECTOR JUVENILE SERVICES/SPO, GRADE 25 IN THE CIRCUIT COURT III BUDGET FOR 2019; AND, INCREASING THE SALARY BY TEN PERCENT (6.1 – 6.5)**

7. **REQUEST FROM JUDGE STACEY ZIMMERMAN TO ADJUST THE PAY OF THE SOCIAL WORKER - JUVENILE COURT POSITION (7.1 – 7.4)**

8. **REQUEST FROM JUDGE JOSEPH WOOD TO CHANGE THE TITLES OF HEAVY EQUIPMENT OPERATOR, GRADE 11 TO ROAD MAINTENANCE WORKER, GRADE 10 FOR THREE POSITIONS IN THE ROAD DEPARTMENT BUDGET FOR 2019** (8.1 – 8.4)
9. **REQUEST FROM JUDGE JOSEPH WOOD TO ADJUST THE PAY OF THE NEW CONSTRUCTION LEAD POSITION** (9.1 – 9.2)
10. **REQUEST FROM JUDGE JOSEPH WOOD TO ADJUST THE PAY OF THE NEW CONSTRUCTION SUPERVISOR POSITION** (10.1 – 10.2)
11. **REQUEST FROM JUDGE JOSEPH WOOD TO ADJUST THE PAY OF THE INTERLIBRARY LOAN LIBRARIAN/ADMINISTRATIVE ASSISTANT POSITION** (11.1 – 11.2)
12. **PUBLIC COMMENT**
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
13. **ADJOURNMENT**

JOSEPH K. WOOD
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

September 9, 2019

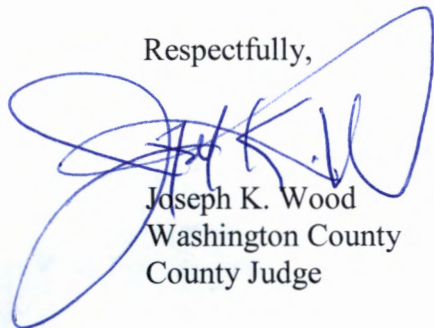
Members of the JESAP and Personnel Committees,

The Director (Animal Shelter) would like to request a change to one of the current kennel staff positions located there. This is not an addition - simply a change to existing personnel; the change would be moving a Kennel Supervisor (Grade 14 – 0308007) position into a Kennel Superintendent (Grade 16 – 0308007) position.

The need to streamline operations in order to maximize productivity is the primary goal of this change. Adding this additional level of supervision to the kennel staff will allow for better efficiency to the overall flow of the Animal Shelter. This position is self-funded from the shelter's current 2019 budget and will not require additional funding from the General Fund.

Thank you for your consideration.

Respectfully,



Joseph K. Wood
Washington County
County Judge

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Washington County is an Equal Employment Opportunity Employer M/F/D/V

Washington County Kennel Superintendent-Animal Services Job Description

Job Code: 16
Exempt: No
Department: County Judge - Animal Services
Reports To: Shelter Director
Location: Shelter Facilities
Date Prepared: August 07, 2019
Date Revised: August 09, 2019

GENERAL DESCRIPTION OF POSITION

This position trains and oversees the duties of the Kennel Supervisors, Kennel Attendants, Inmate Labor and Veterinary Technician. Maintains work schedules for Kennel personnel. Actively works along Kennel Supervisors and Veterinary Technician to assure policies and procedures are being met. Provide care and treatment of incoming animals as assigned by the Director. Perform tests for Heartworm Disease, Parvovirus, Feline leukemia, Feline Immunodeficiency Virus, and Intestinal Parasites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Train and supervise Kennel Supervisors and oversees the training and supervision of/inmate labor in shelter cleaning and basic animal care.
2. Provide, under the supervision of the Director, care and treatment of incoming animals. Provide proper documentation of pertinent information in Shelter records. Train Kennel Supervisor Positions.
3. Assist in providing humane euthanasia for shelter animals and maintain inventory of use of federally controlled drugs to meet DEA requirements.
4. Assist in care and treatment of ill and injured animals, forwarding any noted illness or injury information to the Director.
5. Perform behavior assessments on animals being placed in the adoption area.
6. Maintain equipment and building maintenance.
7. Help the office staff at the surrender counter so that animals are handled properly and moved to holding area efficiently and humanely.
8. Maintain both hard copy and computerized kennel records.
9. Supervise the preparation of adopted animals to leave the shelter, insuring that the animal is clean, properly vaccinated and wormed, and micro chipped. Assure that any medicine and doctor instructions are ready to be given to the client. And Present the animal to the adopter.
10. Supervise food preparation and distribution. With the help of the Kennel Supervisors, notify the Shelter Director of any animal that is not eating or consuming water or is showing any sign of illness.
11. Train and Supervise Kennel Supervisor in cleaning food/water bowls, litter boxes and kennels.

12. Oversee general duties and assist Veterinary Technician when necessary.
13. Draw blood for diagnostic testing. Administer vaccinations and medications.
14. Media Relations: Choose and take animals for weekly TV and Radio recordings, write biographies for the animals, and produce commercials when needed.
15. Prepare inmate time sheets and weekly evaluations. Work with the director for disciplinary actions necessary for inmate labor.
16. Supplying appropriate paperwork for Animal Control agencies to use upon intake.
17. Attend yearly training to maintain and increase knowledge of shelter medicine and biohazard concerns.
18. 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 3 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

Ability to 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 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

Euthanasia Certification within the first 12 months.

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, 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

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

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 moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Supervises 4 supervisory employees as well as 10 non-supervisory employee(s)/inmate labor.

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

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

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.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

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

ADDITIONAL INFORMATION
EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 3 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Responsible for maintaining and scheduling repairs of seven (7) floor cleaning machines.

Responsible for ordering and maintaining inventory of cleaning supplies and equipment.

Responsible for completing property control records for disposal of damaged equipment.

Responsible for proper use and maintenance of incinerator and maintaining all EPA required logs.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2019
 POSITION **Kennel Superintendent-Animal Services**
 JOB CODE: **16**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	6	64
2	Experience-Minimum time to become familiar with management requirements of the job.	2	66
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	6 50
		4B 4	
		4C 4	
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.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	3	55
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 5	8 90
		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.	4	38
13	Machine-Computer Operations	4	38
14	Working Conditions	3	18
15	Physical Demand	5	24
TOTAL VALUE			743

SIGNED: _____

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 OF KENNEL SUPERVISOR TO KENNEL SUPERINTENDENT IN THE ANIMAL SHELTER BUDGET FOR 2019.

WHEREAS, the Washington County Animal Shelter desires to change the title of Kennel Supervisor to Kennel Superintendent for 2019.

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

ARTICLE 1. The title of the personnel position of Kennel Supervisor (Position 0308007), Grade 14 in the Animal Shelter Budget is hereby changed to Kennel Superintendent (Position 0308007), Grade 16 for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

- Introduced by: **JP Butch Pond**
- Date of Passage:
- Members Voting For:
- Members Voting Against:
- Members Abstaining:
- Members Absent:



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
dfoster@co.washington.ar.us

RICHARD F. FORT
Official Court Reporter
rfourt@co.washington.ar.us

August 29, 2019

Re: Request to have the Director of Juvenile Court Services grade and salary adjusted

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

The Director of Juvenile Court Services/SPO position has been re-rated to a grade twenty five per the consultant. I am requesting that the Director of Juvenile Court Services/SPO position be adjusted to grade twenty five and be given a ten percent salary increase for the following reasons:

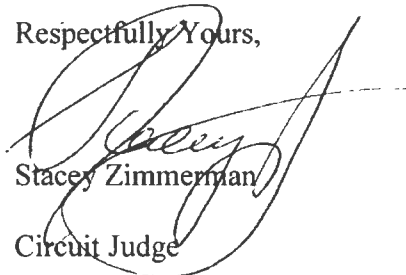
1. The current Director has been a Washington County employee for eighteen years, with five years with the Washington County Juvenile Detention Center before her thirteen years at Juvenile Court;
2. The current Director oversees the Juvenile Court budget of \$1,172,771.00 and other grant budgets;
3. The current Director has shown exemplary performance in her job duties, receiving complimentary evaluations throughout her period with Juvenile Court;
4. She is bi-lingual in English and Spanish;
5. She completed the one hundred hour course to become law enforcement certified and has maintained her firearms qualifications throughout the subsequent years;
6. The current Director is devoted advocated to alternatives to detention programs and has assisted in creating programs for the juveniles and their families to reduce detention admissions;
7. The current Director has extensive experience in all aspects of Juvenile justice, Juvenile Detention Alternatives Initiative, evidence-based programing and best practices in juvenile probation supervision in which she leads and trains the rest of the Juvenile Court Intake and Probation Officers;

8. The current Director of Juvenile Court Services received the Arkansas Juvenile Officer of the Year award in 2018 from the Arkansas Juvenile Officer Association;
9. The current Director has recently been asked to be part of an advisory team lead by the Robert F. Kennedy Children's Action Corps, the Supreme Court of Arkansas and the Administrative Office of the Courts to create juvenile officer certification standards and training requirements. This project will produce a new Juvenile Probation Officer Training Curriculum and an Annual Plan to ensure compliance with the new certifications and requirements.

The Juvenile Court budget has \$28, 149.88 in unspent salaries this year due to a vacant position that has not been filled since April of this year. Additionally, the state of Arkansas reimburses Washington County \$15,000 every year for the Director's salary.

In the 2018 budget, Juvenile Court's budget had \$56,708.87 in unspent money in salaries and \$22, 694.95 in unspent money in Supplies/Services, for a total of \$79,403.82 that was returned to the general county fund. In addition, the State of Arkansas reimbursed Washington County a total of \$180,000.00 for Juvenile Officers' Salaries.

Respectfully Yours,

A handwritten signature in black ink, appearing to read "Stacey Zimmerman", is written over a horizontal dashed line. The signature is fluid and cursive.

Stacey Zimmerman

Circuit Judge

Washington County Director of Juvenile Court Services/SPO Job Description

Job Code: 25
Exempt: Yes
Department: Juvenile Court Division
Reports To: Circuit Court Judge
Location: Washington County Juvenile Court Building
Date Prepared: July 25, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

Duties for this position must be done in a confidential manner pursuant to AR code Annotated 9-27-309. The Director/SPO serves directly under the Elected Official-Circuit Judge and is responsible for supervision of all Juvenile Probation Staff, management of Juvenile Probation Office. Serves as a liaison between the court, juvenile probation office, community and other agencies, and should be able to work with minimum supervision. This position requires an individual with excellent verbal and written communication skills. Must have strong skills in prioritizing, decision making and resolving problems and represent the Washington County Juvenile Court in a professional, tactful, and efficient manner. Maintain all financial accounts with the department's budget as well as any grant funding assigned to a specific fund by the county comptroller.

Serve as a Juvenile Detention Alternative Initiative (JDAI) Coordinator and serve as a community liaison with all stakeholders such as local Law Enforcement, Educational institutions, Providers (public and private), and represent Juvenile court at local, state and national meetings and conferences.

Serve as a data analyst for the purpose of JDAI; analyzing data using basic statistical techniques, understanding potential impact, risks, or trends that cause disruption, compile statistical data, submit data reports to multiple agencies and committees, and present data in quarterly meetings. Develop possible solutions for how situations should be handled and communicate to leadership and key stakeholders.

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Juvenile Officers, including the Director, will be appointed by the Judge to receive and complete additional training and law enforcement certification as Court Security Officers. Court Security Officers will assist the Washington County Sheriff's Office with providing security for the courthouse, assist Juvenile Officers with taking juvenile probationers into custody, provide Juvenile Officers with additional security during home visits, and perform other duties as directed by the Judge. As sworn Specialized Police Officers (SPO), the Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm while on duty, and use force to control or terminate violent behavior and safely take offenders into custody.

Additionally, the incumbent is responsible for the satellite location in the City of Springdale. The Youth Reporting Center located at 610-B East Emma Ave., Springdale, AR. This satellite location houses 1 social worker, 1 lead juvenile officer, 2 Juvenile Officers, and 3 interns. At this location Juvenile Court staff are responsible for the care of moderate to high risk male offenders at the reporting Center for intensive supervision Monday-Friday and once a week we meet with 15 female youth offenders for two hours during the Girls Circle program. In addition to the juvenile offenders we work closely with their immediate family members; providing transportation to various facilities and around Arkansas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in providing administration over various functions of Washington County Juvenile Court.
2. Directly supervise the counselor, lead probation officer Manager, Lead Juvenile Officers, juvenile officers, administrator assistant, part time staff, support staff, and interns.
3. In addition to the duties and responsibilities of the Director/SPO, the Director/SPO will assume the responsibilities of the Lead Probation Officer Manager, and Lead Juvenile Officer, Lead Juvenile Officer/SPO, ERC Juvenile Officers and Juvenile Probation Officers in their absence. Each of the above stated positions has to supervise a caseload of 70 offenders.
4. Monitors work schedules of all subordinate staff, provides leadership for staff's effective and efficient engagement of youth and families to facilitate their skill development in order to enhance short and long-term community safety.
5. Ability to interpret and apply the Arkansas Juvenile Code and federal laws.
6. Oversee juvenile court budgetary needs, approves requisitions, and maintains fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
7. Work with local community agencies to promote programs to help children and families.
8. Provides specific recommendation to the Judge concerning personnel, juvenile court budget, juvenile services, promotions, disciplinary actions, terminations and other matters related to the operations of juvenile court.
9. Maintain/Oversee paperwork and/or routine maintenance required of the county vehicles used by the staff.
10. Must be on call twenty-four hours per day, seven days per week to guide staff of difficult circumstances which arise at any capacity and assess the risk level of the arrested youth to determine if the youth is a risk to the community.
11. Maintain/oversee the department's equipment/inventory.
12. Complete and provide monthly statistical reporting to the Juvenile Detention Alternative Initiative governing committee and the Anne E. Casey foundation.
13. Supervise all Juvenile Court staff, conduct employee evaluation, initiate corrective actions (where necessary) proportionate to non-compliance and or performance issues and mediate disputes that promote reconciliation, professional growth and development.
14. Responsible for administration of the Rite Track database and training of employees in use of Rite Track database.
15. Ensures that communications and the flow of information within the division and court organization are maintained in a consistent and open manner; confers with immediate staff, conducts periodic management meetings, and conducts periodic staff meetings or provides timely and accurate informational bulletins to staff members as appropriate.

16. Ensure the department's compliance with all grant requirements. Prepare and submit reports to granting agencies.
17. Research and implement programs to assist juveniles and families coming through Juvenile Court, and to locate programs to reduce numbers of juveniles in detention and DYS commitments, and reduce number of juvenile delinquent acts committed by children in Washington County.
18. Provides guidance in the development and preparation of submissions for new programs and procedures including grants.
19. Communicate with law enforcement officers, Juvenile Detention Staff, Department of Human Services Staff, and County Officials, citizens, Division of Youth Services Staff and parents/guardians about problems or situations involving the Court staff or Court clients.
20. Assist in developing and revising policies and procedures.
21. Attend training and review various materials in order to stay current on laws, policies, rules, and best practices.
22. Assists juvenile officers with case supervision when staff is on leave.
23. Assist juvenile officers with, interviews of clients, grading the assessment and sentencing recommendations for youth with the Structured Assessment of Violence Risk in Youth (SAVRY) assessment tool.
24. Administer drugs screens to juveniles, adults and their families as ordered by court.
25. Attend Quorum Court, finance and personnel meetings concerning Juvenile Court matters.
26. Translate court orders from English to Spanish and serve as a court interpreter for Spanish speaking clients in court when needed.
27. Take youth into custody and escort them to the Juvenile Detention Center.
28. Assist in transporting detained juveniles to various locations, such as doctors' appointments, boot camp programs, mental health treatment facilities and other lockdown facilities.
29. 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.
30. Set up training with outside agencies for the officers that are appropriate and related to their field.
31. Assist in transporting youth to and from their homes to participating in Juvenile Court Alternatives to Detention Programs year round.
32. Perform clerical duties that include work processing, data entry, photocopying, scanning, and filing, prepare and send mailings/correspondence and fax documents.
33. Interview and screen prospective juvenile officers and juvenile court support staff; makes recommendations for the employment of competent staff.

34. Mediate and or address employee issues, administer disciplinary action in accordance with court policy and procedures.
35. Ensure that staff maintains all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.
36. Ensure that staff conducts assessments/reports, social data on probationer and family; receipts showing payment of fines, cost, fees, restitution, and/or completion of public service; attendance and behavior reports from school; and proof of other court ordered terms have been completed.
37. Ensure that staff prepares requests for prosecutor to file Motion for Revocation of Probation.
38. Ensure that staff prepares the case file and all records for court hearings daily. Distribute reports to all parties before court hearings. Be available to present case information to the court when needed.
39. Ensure that staff maintains records of meetings with all concerned parties. In absence of staff maintain records of meetings with all concerned parties.
40. Establishes annual Juvenile Probation services goals utilizing evidence based practices and technology in the areas of community programs to reduce recidivism and monitor the adherence and progress of each goal.
41. Provides quality service that continuously improves, meets or exceeds expectations, and ensures all are treated with courtesy, dignity and respect.
42. Works closely with the elected Official (Circuit Judge) and the comptroller in preparing and submitting the complete juvenile court budget yearly and maintaining appropriate controls.
43. Develops an organizational structure for the office to ensure expeditious and effective handling of Family In Need of Services case supervision, supervision of probationers, releases of Terms and Conditions cases, Diversion cases, and supervise the ankle monitor program for the court.
44. Ensures that established organizational structure maintains harmony and respect.
45. Perform all associated duties as requested by the Juvenile Judge.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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

COMMUNICATION SKILLS

Ability to 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 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 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

Juvenile Officer Certification and Specialized Police Officer Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Accounting, Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

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

Supervises a large group (16-25) of employees who are engaged in similar activities.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

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, 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 stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

OTHER SUPERVISORY RESPONSIBILITIES:

The incumbent is directly responsible for the supervision of seventeen (17) full time employees and one part time employee as well as civilian volunteers/interns. He/she carries out supervisory responsibilities including:

- a) Interviewing applicants and volunteers
- b) Making recommendations regarding hiring and termination of employees
- c) Overseeing mandatory training of employees
- d) Overseeing and monitoring caseloads handled by juvenile officers
- e) Ensuring the caseloads carried by each juvenile officer is viable
- f) Develop, implement, and oversee a matrix of probation incentives and sanctions that assist probation officers in responding to youth behaviors
- g) Approves volunteers, instructors and vendors, is also responsible for the maintenance of county vehicles.
- h) Certified as a master trainer in the SAVRY tool to train department staff

He/she must address complaints and resolve problems that may arise between staff and families served by Juvenile Court. Collects and analyzes the statistical data for ten court operated programs to identify trends and on-going needs of the court and ensures that each service is cost effective and meets established goals. Assist with program development and procedures and attend staffing meetings. Co-manages with the Judge the annual budget (Budget responsibility: \$1,102,805.00).

QUALIFICATION REQUIREMENTS:

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

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The Director/SPO should possess a Bachelor's Degree in a related field plus a minimum of eight (8) years' work experience; or equivalent combination of education and experience. In addition, the Director/SPO should have at least five (5) years supervisory experience.

The Director/SPO must complete or maintain "Juvenile Officer Certification Training" provided by the Administrative Office of the courts to be a Certified Juvenile Officer and complete a minimum of 12 continuing education hours to keep the certification. The Chief Juvenile Probation 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 Chief Juvenile Probation Officer must complete 16 hours of training annually to maintain these certifications.

The Director/SPO Officer should have experience working with juveniles, judgment skills when handling complaints, and communication skills when meeting the public and serving as liaison between the prosecutor, the police, the court, schools, victims, and defendant's families. This position requires a high level of problem solving and listening skills. The Director/SPO cannot have a criminal record. The Director/SPO must not be listed on the Central Registry as to child abuse.

OTHER SKILLS and ABILITIES:

Knowledge of-

- Principles and practices of public and court Administration;
- Structure and operations of juvenile justice system;
- Rules, regulations and requirements of the state Administrative office of the courts, Arkansas Juvenile Justice Bench book, and Arkansas court rules;
- Personnel administration as it relates to hiring, supervising, disciplining, and evaluating employees;
- Computer software (MS Word, Excel, other database management);
- Must possess the ability to establish a good rapport with individuals often under difficult or high-risk circumstances.
- Must have the ability to de-escalate volatile situations involving juveniles and their families.
- Self-motivation and the ability to positively motivate juveniles and their parents is essential.
- Bilingual preferred

This job carries a degree of threat. Dangerous situations can occur at any time due to the possible volatile nature of family court.

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Director of Juvenile Services/SPO

Same

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	11	11	134
2	<u>Experience:</u> Minimum time to become familiar with management requirements of the job.	7	8	315
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	6	95
4	<u>Initiative & Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	7	7	65
5	<u>Mental Demand:</u> Measure of degree of concentration and sensory alertness.	5	6	90
6	<u>Analytical Ability/Problem Solving:</u> Opportunity to apply analytical ability and self-starting thinking.	7	7	200
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	5	5	100
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	6	6	80
9	<u>Responsibility for Accuracy:</u> Opportunity for and probable effect of errors.	5	5	57
10	<u>Accountabilities:</u> Freedom to act, monetary impact, & impact on end results.	10	10	150
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.	5	5	49
13	<u>Machine Operations:</u>	4	4	38
14	<u>Working Conditions:</u>	7	7	60
15	<u>Physical Demand:</u>	2	2	8
		1426		1521
	Washington County Salary Grade Level	24		25

Signed: _____

Date: July 25, 2019

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
July 2019

POSITION **Director of Juvenile Court Services/SPO**
JOB CODE: **25**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	11	134
2	Experience-Minimum time to become familiar with management requirements of the job.	8	315
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6	95
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 5	7 65
		4B 4	
		4C 5	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	6	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7	200
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	5	100
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 7	10 150
		10B 1	
		10C 4	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	7	60
15	Physical Demand	2	8
TOTAL VALUE			1521

SIGNED: _____

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 OF DIRECTOR (JUVENILE COURT/SPO) TO DIRECTOR (JUVENILE SERVICES/SPO) IN THE CIRCUIT COURT III BUDGET FOR 2019; AND, INCREASING THE SALARY FOR SAID POSITION.

WHEREAS, Circuit Court III desires to change the title and increase the salary of one full-time position for 2019.

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

ARTICLE 1. The title of the personnel position of Director (Juvenile Court/SPO), Grade 24 (Position 0403001) in the Circuit Court III budget of the General Fund (10000403) is hereby changed to Director (Juvenile Services/SPO), Grade 25 (Position 0403001) for 2019.

ARTICLE 2. The salary of Position 0403001 in the Circuit Court III budget is hereby increased by ten percent from \$60,643 to \$66,708.

ARTICLE 3. There is hereby appropriated the total amount of \$7460 from unappropriated reserves in the General Fund (1000) to the following salary line items in the Circuit Court III Budget for 2019:

Salaries, Full-Time	(10000403-1001)	\$ 6,065
Social Security Matching	(10000403-1006)	465
Noncontributory Retirement	(10000403-1008)	930

TOTAL APPROPRIATION \$ 7,460

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**

Date of Passage:

Members Voting For:



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

STATE OF ARKANSAS
CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
JUVENILE DIVISION
WASHINGTON & MADISON COUNTIES
885 CLYDESDALE DR.
FAYETTEVILLE, AR 72701
Tel.(479) 444-1739
FAX (479)444-1749

DELIA FOSTER
Trial Court Ass. stant
dfoster@co.washington.ar.us

RICHARD FOUNT
Official Court Reporter
rfount@co.washington.ar.us

August 29, 2019

Re: Request to approve starting salary for the social worker position

Dear Members of the JESAP Committee and Quorum Court:

The Juvenile Court Social Worker position has been vacant since April 2019. We have posted the job opening. No applications have been submitted due to the low hourly pay. The starting hourly wage currently advertised is \$17.92 per hour, which is about \$37,273.60 per year. This position requires that the applicant be a Licensed Master Social Worker or Licensed Certified Social Worker. The counselor would provide counseling services at our Youth Reporting Center (formerly "Evening Reporting Center") in Springdale. I am requesting that the starting hourly pay for the social worker position be adjusted to \$20.00 per hour. The reasons for my request are:

1. The current starting wage is much lower than the wages paid in the private sector;
2. The Social Worker is required to work afternoon and evening hours;
3. The Social Worker is required to provide individual and family counseling for the youth referred to the Youth Reporting Center;
4. The Social Worker is required to assist Juvenile Probation Officers with administering risk assessments and preparing recommendations for court.

I am formally requesting that the hourly wage of \$20.00 per hour be approved for the Juvenile Court Social Worker position to reflect the qualifications and comprehensive experience needed for the Social Worker position.

Respectfully Yours,

Stacey Zimmerman

Circuit Judge

Washington County Social Worker - Juvenile Court Job Description

Job Code:	18
Exempt:	No
Department:	Juvenile Court
Reports To:	Juvenile Judge
Location:	Juvenile Court Building
Date Prepared:	August 30, 2016
Date Revised:	August 20, 2019

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible to develop and coordinate programs designed to keep juveniles out of the Juvenile Detention Center. These programs will allow us to take a proactive approach to deter criminal activity and other negative behaviors among the juvenile population that we serve.

The incumbent is responsible to develop and coordinate programs designed to keep juveniles out of the Juvenile Detention Center. These programs will allow us to take a proactive approach to deter criminal activity and other negative behaviors among the juvenile population that we serve.

The incumbent is responsible for training all juvenile court Intake and Probation officers on RABS. Is responsible for interviewing youth that are referred to the court system, gather all supporting documentation and make services recommendations to the court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide Assessments to evaluate the biological, psychological, social, spiritual, cultural, and generational functioning across various domains of youth involved in the Juvenile Justice System and systems effecting them, to include but not limited to; the environmental impact of traumatic incidents on psychosocial development of the juveniles in an effort to identify the etiology of their behavioral functioning. These assessments include obtaining collateral information from the parents, Juvenile Court Officers, therapist, schools, etc.
2. Research, Coordinate and Provide on-site clinical services to include, but not limited to; counseling, brief therapy group session at the Washington County Evening Reporting Center.
3. Administer all programs and as needed make appropriate referrals to youth service or mental health community providers.
4. Must be available to work evening hours, Monday-Friday 11:00 am- 7:00 pm and some Saturdays.
5. Interviews and conducts diagnostic assessments of clients in order to develop treatment and recovery plans for clients and/or their family members.
6. Provide a written report and make recommendations for appropriate services for the juvenile and family. Keep records and statistical information on each client. Submit reports and other data on timely basis. Maintain appropriate storage of confidential material. Provide records for review upon request.
7. Incumbent must provide case management which includes resource linkage and referrals to community providers; juvenile and parental education/empowerment, hotline calls, phone screenings,

facilitation of assisting family's access and navigate the legal and mental health systems, facilitating wrap around services and continuity of care.

8. Must effectively articulate Court testimony regarding clinical recommendations, acute needs, as well as educate the Court and families about the mental health system.
9. Provide supervision and guidance for social work/counselor internships.
10. Serves as liaison and consultant to youth and parents on issues concerning clients and may serve on committee boards, etc.
11. Responsible for coordinating and instructing the Girls Circle program year round.
12. Responsible for conducting an initial assessment for all youth referred to the Youth reporting center and identifying their needs for services.
13. Responsible for conducting pretrial/presentence assessments such as the SAVRY risk assessment for court.
14. Attend staff meetings at the direction of the Circuit Judge/Director.
15. Maintain licensure to clinically practice independently in the State of Arkansas (LCSW), as mandated by law, and obtain additional certifications to expand knowledge base and competency.
16. Perform other duties as assigned by the director or Circuit Judge.
17. 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

Graduate degree (M.B.A., M.A., etc.), 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 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 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

Must have credential as a Licensed Counselor/Social Worker in the state of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

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

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

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 normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

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

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to 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, 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, use hands to finger, handle, or feel, sit, reach with hands and arms, talk or hear; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

QUALIFICATION REQUIREMENTS:

Must possess excellent oral/written communication skills, interpersonal relations and problem solving skills. The person in this position must be adept at interacting with the general public, county personnel and persons from other agencies. He/she will have frequent and regular contact with clients, their parents and other professionals or agencies that have an interest in this adolescent.

The incumbent must be a self-starter since this position is virtually self-supervising. The employee will have considerable responsibility with regard to general assignments in planning time, method, manner and/or sequence of performance of their own work operations.

The employee must have the ability to define problems, collect data, establish facts and draw valid conclusions. The employee must have sufficient self-confidence and analytical ability to be able to assess and direct juveniles who are under the influence of drugs or alcohol, emotionally disturbed, hyperactive, hostile, depressed, suicidal or self-mutilating.

The employee must be able to use a computer, printer, fax machine, copy machine and multi-line telephone.

EDUCATION and/or EXPERIENCE:

The Incumbent must possess a Master's Degree in Social Work from a clinically focused program. Must be licensed or licensable at the LMSW or LCSW level. Two years of youth service experience is preferred. Four years of related experience is required.

OTHER SKILLS and ABILITIES:

The Incumbent must have considerable knowledge of the methods and procedures of cognitive-behavioral approaches to the rehabilitation of legal system involved youth. Must have considerable knowledge of individual and group behavior, child and adolescent development, family systems, individuals and group counseling techniques, crisis intervention techniques, the etiology of Juvenile delinquency and empirically based methods of treatment. The Incumbent must have knowledge and understanding of minority group cultures, and behavioral and developmental challenges to treatment. Must have a working knowledge of the organization and operation of treatment programs for youthful offenders, the AR juvenile court system, basic assessment principles, and practical application of a variety of counseling techniques and approaches.

The Incumbent must have the ability to develop appropriate treatment plans; formulate clear goal-oriented treatment plans, and to document progress of youth. Must be skilled in the application of crisis intervention techniques and emergency treatment procedures. Must have the ability to establish

therapeutic relationships with a diverse and challenging population. Must have general knowledge of human behavioral science principles and of current social and economic conditions; general knowledge of psychological and emotional problems involved in social maladjustment; general knowledge of the principles of psychology and sociology as they pertain to youth in our society; general knowledge of criminal and civil laws of Arkansas, some knowledge of the principles of psychological counseling theories and methodology needed to interact with dysfunctional families and mentally and physically impaired adolescents

Must have continuing education per state requirements. Preference is given to additional hours of training that include drug/substance abuse issues, mental health areas, abuse and sexual abuse, dysfunctional family problems, divorce, etc. Bi-lingual is an asset due to the increase of Hispanic families in the judicial system.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
September 2019
 POSITION **Social Worker - Juvenile Court**
JOB CODE: 18

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.	7	120
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 5	6 50
		4B 4	
		4C 4	
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.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 6	10 150
		10B 2	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	6	105
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	5	32
15	Physical Demand	2	8
TOTAL VALUE			885

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Social Worker - Juvenile Court

Same

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	7	7	74
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.	7	7	120
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	6	6	50
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	5	5	70
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	6	6	100
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	4	4	32
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	5	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	9	10	150
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	6	6	105
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	5	5	49
13	<u>Machine Operations</u> :	4	4	38
14	<u>Working Conditions</u> :	3	5	32
15	<u>Physical Demand</u> :	2	2	8
		831		885
	<u>Washington County Salary Grade Level</u>	18		18

Signed: _____

Date: August 20, 2019

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

September 9, 2019

To: JESAP and Personnel Committees

The Road Department is wanting to restructure three of its currently unfilled *Heavy Equipment Operator* (Grade 11) positions into three *Road Maintenance Worker* (Grade 10 – 0200212, 0200227 and 0200230) positions. These positions would not have the CDL requirement and would be performing the general labor duties that occur across the different work groups.

The Road Department believe that having these positons in place will help to address attrition at the lower grades as well as providing a clearer – and merit-based – career path for entry level staff. The request would be internally funded and no extra funds would be solicited.

We appreciate your consideration of these requests.

Respectfully,

Joseph K. Wood
Washington County
County Judge

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

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

Washington County Road Maintenance Worker Job Description

Job Code:	10
Exempt:	No
Department:	Road Department
Reports To:	Road Superintendent
Location:	County Road Facilities and Roads
Date Prepared:	August 20, 2019
Date Revised:	August 21, 2019

GENERAL DESCRIPTION OF POSITION

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs general labor in the construction, improvement, and maintenance of county roads. Also, operates road department equipment except trucks. The incumbent is responsible for the installation and maintenance of road signs, general labor, flagging traffic, and rigging. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications and dispatch, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment. The incumbent is responsible for machinery valued at \$3500 up to \$225,000 and sign material/inventory valued at \$100,000.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Dozer operation to build roads, cut ditches, clear right-of-way, stockpile gravel, and dig ponds. Loader operation for loading trucks and stocking gravel at the crusher.
2. Scraper operation to move dirt and clean up roads. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
3. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads. Grader operation to grade county roads or plow snow or ice. Operate forklifts and backhoe loaders.
4. Repair truck flats on large trucks to allow them to proceed to field operations promptly and efficiently.
5. Make, install and maintain road number or name signs, advisory, warning, information signs, and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
6. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
7. Ensure that all signposts are properly installed and placed to minimize upkeep and safety concerns, while obtaining highest visibility.
8. Document and update sign installation information for computer entry and accurate record keeping.

9. Maintain accurate and up-to-date inventory of parts, fuel, hoses, and other supplies that are stocked as basic requirements.
10. Obtain parts and supplies in the most accurate and cost effective manner.
11. Perform physical maintenance of the shop building to include basic carpentry, electrical wiring, plumbing and other repairs, as needed. Ensure that the shop is maintained in a safe and productive condition.
12. Perform non-technical mechanical repairs such as brakes, front-end, springs, sparkplugs, hydraulic systems, and other non-skilled mechanical tasks. Ensure that mechanical repair requests are prioritized according to the number of workers being hindered.
13. Assist with record keeping on parts and equipment. Make safety inspections and maintain fire extinguisher. Ensure that telephone and radio messages are recorded accurately and that the information is acted upon timely and correctly.
14. Make repair-scheduling decisions in the absence of the Shop Foreman.
15. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
16. Perform shoveling operations during new road construction or for preparation of the area for concrete forms. Operate a pavement breaker to cut off a bridge deck.
17. Repair all flat tires on county owned trucks, graders, and equipment. Make road service calls and ensure proper repair.
18. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor or Road Superintendent.
19. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
20. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
21. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
22. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
23. Regular attendance is mandatory for this position.
24. Asphalt paving, spread asphalt and set up base gravel.
25. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

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.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable 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 \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

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

Minimal impact. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

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

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.g. Hot mix paving in constant sun).

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions, vibration; frequently exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat; and occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

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.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stoop, kneel, crouch, or crawl, reach with hands and arms; and occasionally required to stand, walk, climb or balance. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close 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) preferred; must possess knowledge of heavy equipment operations.

OTHER SKILLS and ABILITIES:

The incumbent is required to use a calculator, two-way radio and occasionally a computer. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

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 dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal. The noise level in the work environment is usually loud.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
September 2019
 POSITION **Road Maintenance Worker**
 JOB CODE: **10**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	5	54
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 3	4 29
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	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.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	3	32
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 3	3 26
		10B 0	
		10C 1	
11	Contacts with Public: Responsibility for effective handling of contacts.	2	25
12	Contacts with Employees: Responsibility for effective handling of others.	3	28
13	Machine-Computer Operations	4	38
14	Working Conditions	6	40
15	Physical Demand	7	36
TOTAL VALUE			467

SIGNED: _____

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 TITLES OF HEAVY EQUIPMENT OPERATOR TO ROAD MAINTENANCE WORKER FOR THREE POSITIONS IN THE ROAD DEPARTMENT BUDGET FOR 2019.

WHEREAS, the Washington County Road Department desires to change the title of three full time positions from Heavy Equipment Operator to Road Maintenance Worker for 2019.

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

ARTICLE 1. The title of the personnel positions of Heavy Equipment Operator (Positions 0200212, 0200227, and 0200230), Grade 11 in the Road Department Budget (20000200) is hereby changed to Road Maintenance Worker (Positions 0200212, 0200227, and 0200230), Grade 10 for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**
Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

JOSEPH K. WOOD
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

September 9, 2019

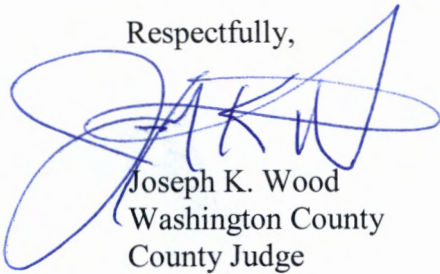
Members of the JESAP and Personnel Committees,

This is a request to move the *New Construction Lead* (Grade 15 – 0200101) to the halfway mid max of the grade: \$18.86. When hired into this position, the incumbent was already making the current wage. In accepting the new position, the occupant inherited significantly increased responsibilities whilst not receiving a raise in pay.

Moving the current position holder to the halfway pay point between the midpoint and max (\$18.86) is an equitable acknowledgement of his enlarged supervisory role. His current wage is \$17.20. This is an hourly difference of \$1.66/hr. The Road Department will not need extra funds to cover this increase.

Thank you for your consideration.

Respectfully,



Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
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josephwood@co.washington.ar.us
Washington County is an Equal Employment Opportunity Employer M/F/D/V

WASHINGTON COUNTY
Job Description

JOB TITLE: Heavy Equipment Operator - Lead

Exempt (Y/N): No	DEPARTMENT: Road Department
DATE PREPARED: August 2011	SUPERVISOR: Road Supervisor

SUMMARY:

Under the general supervision of the County Road Superintendent or Job Supervisor, the Heavy Equipment Operator - Lead is responsible for the operation of heavy equipment and directs other crewmembers in the construction, improvement, and maintenance of County roads. The incumbent is to provide leadership and direction to other crewmembers assigned to the same individual project. The incumbent is responsible for the equipment assigned to his/her crew and has to perform routine maintenance or oversee maintenance of all equipment. May be responsible for an assigned pick-up truck.

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

1. Perform dozer operation to build roads, cut ditches, clear right-of-way, stockpile gravel, and dig ponds.
2. Perform loader operation for loading trucks, stocking gravel at the crusher.
3. Operate dump truck to haul gravel and operate the snowplow in the winter, the water truck in summer, and the spreader truck for blacktop material.
4. Perform and ensure that routine maintenance on all equipment assigned to the project is done efficiently to prevent breakdowns or injuries.
5. Ensure that all records maintained for each project are accurate in order to maintain proper accounting.
6. Operate scraper to move dirt and clean-up roads.
7. Operate backhoe for the installation of tiles and the general cleaning of roads and drainage ditches.
8. Operate roller for the setting up of roads and the crushing of chips/gravel on the road.
9. Operate moving truck for the transport of heavy equipment.
10. Operate grader to grade county roads.

11. Ensure all roadbeds are repaired or prepared for paving in the proper manner using the proper materials.
12. Ensure that all departmental contacts are cooperatively performed for efficient road department operation.
13. Perform operation of other heavy equipment or other duties as assigned by the Road Superintendent, as needed.

SUPERVISORY RESPONSIBILITIES:

The incumbent is responsible for the supervision of work crew, in the absence of the job supervisor. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities training employees, assigning, and directing work.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent must have a high school diploma or General Education Degree, (GED); 7 years previous experience in the skillful operation of heavy equipment, and a Commercial Driver's License.

OTHER SKILLS and ABILITIES:

The incumbent also has limited contact outside the road department. The incumbent should possess knowledge to assess road damage, select road repair materials and possess skills involving all aspects of preparing and paving roads. Supervisory skills are required for the proper supervision of the workers on the projects.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. The incumbent also performs considerable manual labor, which includes heavy lifting. Safety is a prime concern in all aspects of this position.

Specific vision abilities required by this job include distance vision, close vision, peripheral vision, and color vision.

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 is subject to the elements and works under adverse conditions, notably dust, dirt, noise, temperature extremes, oily conditions and fumes.

JOSEPH K. WOOD
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

September 9, 2019

Members of the JESAP and Personnel Committees,

This is a request to move the *New Construction Supervisor* (Grade 19 - 0200008) to the half way mid max of a grade 19. When hired into this position he was already making a first quartile wage – due to his tenure in the Road Department. The incumbent has a significantly increased level of responsibility and a wider managerial scope. The Road Superintendent feels that the occupant would be more fairly compensated at the nominated pay point of \$23.22. His current wage is \$20.32. This is an hourly difference of \$2.90 per hour.

This pay request would be internally funded and no extra funds would be requested from the Quorum Court to cover this increase.

Thank you for your consideration.

Respectfully,

Joseph K. Wood
Washington County
County Judge

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Washington County is an Equal Employment Opportunity Employer M/F/D/V

Washington County New Construction Supervisor Job Description

Exempt:	Yes
Department:	Road Department
Reports To:	County Road Superintendent
Location:	Road Department Facilities
Date Prepared:	December 07, 2016
Date Revised:	February 06, 2017

GENERAL DESCRIPTION OF POSITION

Under the general supervision of the county Road Superintendent and Assistant Road Superintendent, the incumbents are to provide supervision to various areas of the Road Department, especially construction and maintenance of new and existing County Roads. The supervisor is responsible for their respective area and must ensure that the County Road Department has adequate materials on-hand for the maintenance or construction of County roads, responsible for equipment necessary to complete various jobs, ensure proper completion of each project, and maintain an accurate inventory of all materials. The incumbents are responsible for the supervision of employees and work crews to ensure efficient and accurate completion of all projects in a timely and safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform general road survey work and design work to include rough drawings on paper and perform general road layout to ensure efficient placement of county roads. The individual in this position should be able to read plans and build to specified drawings.
2. Supervise the road crew in the general construction and repair on county roads to ensure efficient and safe performance of the crew.
3. Supervise new road construction operations. These operations include excavation and placement of road building materials and knowledge of equipment required to complete these tasks.
4. Ensure that all new road construction, all road repair or replacements are efficiently conducted, in accordance with specifications to protect the safety of motorists.
5. Repair and modify existing county roads to include repairing driving surface, back slopes, ditches, damaged asphalt sections, and reconstruction of County Roads.
6. Must be able to obtain CDL license. County will provide training and equipment. Fees for license are the responsibility of the individual.
7. Perform routine and preventative maintenance on all equipment. This equipment is very diversified and requires extensive expertise and knowledge of mechanics, hydraulics, transmissions, crushers, and overall workings of a wide variety of machinery from many companies or sources.
8. Ensure that all workers are properly supervised and are given proper direction in the performance of their duties. Assign employees to specific tasks in the best interest of the road department and the County.

9. Ensure that all work is performed in an efficient manner for the construction, improvement, or maintenance of County roads and bridges.
10. Ensure that all operations are performed in a safe manner to guard against accidents to fellow employees and the public at large.
11. Handle all emergency situations and repairs in a safe and efficient manner.
12. Ensure that an adequate inventory of tools, parts, and supplies are on hand for continuity of road department operations.
13. Ensure that accurate maintenance records are maintained for the shop and field maintenance work.
14. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
15. Regular attendance is required.
16. Attendance may be required during inclement weather and emergency situations.
17. 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 8 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.

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

Commercial Driver's License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

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

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 moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

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

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

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within 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 complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, outdoor weather conditions; and occasionally exposed to work in high, precarious places, toxic or caustic chemicals. The noise level in the work environment is usually loud.

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 walk, use hands to finger, handle, or feel, talk or hear; frequently required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to sit. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 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); eight (8) years previous experience in construction, operation and maintenance of heavy machinery; Commercial Driver License is also required.

OTHER SKILLS and ABILITIES:

The incumbents must possess considerable know ledge and /or experience in the repair of all types of machinery used by the Road Department. The incumbents must possess knowledge of machine operations used on the projects, general road maintenance knowledge, and accurate record keeping ability for project tracking. The incumbent must possess knowledge of survey work, road design, and general layout of county roads. The incumbent must have the ability to read and understand drawing s and plans drafted by an engineer. The incumbent must be able to operate, dozers, backhoes, graders, brush hogs, and dump trucks in order to fulfill the requirements for this position. The incumbents must possess effective supervisory ability. Must be able to communicate effectively with coworkers and supervisors, the public and utility companies for certain projects. The incumbents are required to use a calculator, two-way radio, and occasionally a computer.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to walk, use hands to finger, handle, or feel objects, or controls; and talk or hear. The employee may frequently be required to stoop, knee l, or crouch, climb, balance, and reach with hands and arms. 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. Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

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. The employee is subjected to a danger factor as work may be performed above and below ground. The noise level in the work environment is usually loud.

JOSEPH K. WOOD
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

September 9, 2019

Members of the JESAP and Personnel Committees,

The current Interlibrary Loan Librarian (Grade 12 – 0600004) has extensive knowledge of how libraries function through wide experience. The incumbent has a Master's degree in Fine Art and a strong background in literature which gives them additional tools in doing research in order to supply patrons with the information they are seeking through the Interlibrary Loan process. Interlibrary loan supplies patrons with materials which cannot be located in our library system and requires searching a database and/or other resources to determine exactly what the patron wants and then finding information that will fulfill that need.

Due to the absence of an Assistant Director position, the *Interlibrary Loan/Administrative Assistant* position has, by de facto, assumed some of those responsibilities. The position is responsible for the office and the supervision of the two branch libraries in the absence of the Director. The person also troubleshoots the library software and hardware in the Director's absence. They directly supervise the part-time library clerk in the office. The position also does the selection and purchasing of downloadable materials in the *Arkansas Library2Go Consortium* that's available to both local patrons and the patrons of the 17 other member libraries in the consortium.

The incumbent currently makes \$15.65/hr and the Director is asking that this be moved to the top of the range: \$18.19. The additional salary would be funded from the 2019 Library Services budget.

Thank you for your consideration.

Respectfully,

Joseph K. Wood
Washington County
County Judge

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Washington County is an Equal Employment Opportunity Employer M/F/D/V

WASHINGTON COUNTY
Job Description

JOB TITLE: Interlibrary Loan Librarian/Administrative Assistant

Exempt (Y/N): No

DEPARTMENT: Washington County Library System

DATE PREPARED: March, 2015

SUPERVISOR: Director

SUMMARY:

Under the general direction of the Director, performs standardized duties requiring extensive use of a computer, a library online catalog, and various databases. The position also includes general clerical responsibilities related to the process of obtaining and lending materials to libraries throughout the country. This individual has extensive contact with the member librarians throughout Washington County and must be prepared to answer or refer a wide range of questions.

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

1. Perform a variety of daily routines related to the lending and borrowing of materials to and from member libraries. Common activities include searching databases, placing orders, physically processing materials, sorting mail, keeping records, and invoicing libraries for lost materials.
2. Answer inquiries from librarians throughout Washington County on a variety of topics utilizing excellent interpersonal skills.
3. Perform updates and maintain records in the library's online system with respect to the interlibrary loans.
4. Work with the Director to monitor, maintain, and improve all aspects of the interlibrary loan process throughout Washington County. Must be able to identify problems and participate in group processes to develop solutions.
5. Serve as administrative assistant to the Director. Prepare invoices and credit card statements and submit to the Comptroller's Office.
6. Assist the Director in maintaining the integrity of the online catalog by enhancing and updating bibliographic records. Also assist the Director in selection of books and downloadable materials for purchase for the libraries.
7. Serve as backup in the office when the Director is away.
8. Supervise and recruit volunteers for the office and special projects.
9. Other duties as required, including assisting with the processing of materials, staffing rural libraries during absences, keeping statistics, attending meetings, providing workshops for downloadable materials.

9. Maintain regular job attendance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

College degree required. Two years office experience is required to gain needed office skills. Previous experience working in a Library is preferred.

OTHER SKILLS and ABILITIES:

The applicant must possess excellent communication and interpersonal skills. The applicant must also have good computer skills and the ability to learn all aspects of the library's online catalog and relevant databases. The person in this position must also be able to establish and maintain a good working relationship with the public, other employees, and especially the member librarians of the system.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear; use hands to finger, handle or feel objects. Also, the employee must climb ladders, reach with hands and arms, and stoop, kneel, or crouch. Specific vision abilities required by this job include distance and close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

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

The noise level in the typical work environment is moderate. Must be able to lift and move book boxes.