



WASHINGTON COUNTY, ARKANSAS

County Courthouse

MEETING OF THE WASHINGTON COUNTY QUORUM COURT PERSONNEL COMMITTEE

Monday, October 7, 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. REQUESTS FROM SHERIFF TIM HELDER: (4.0)

- CHANGE THE TITLE AND GRADE OF HUMAN RESOURCES ADMINISTRATOR, GRADE 19 TO HUMAN RESOURCES DIRECTOR, GRADE 23 IN THE JAIL BUDGET FOR 2019 (4.1)
- CHANGE THE TITLE OF MAINTENANCE TECH LEAD TRAINER, GRADE 18 TO SHERIFF'S MAINTENANCE TECHNICIAN, GRADE 18 IN THE JAIL BUDGET FOR 2019 (4.2)
- CHANGE INFORMATION IN THE SHERIFF'S BUILDINGS MAINTENANCE MANAGER'S JOB DESCRIPTION:
 - ❖ DEPARTMENT FROM BUILDINGS & GROUNDS TO SHERIFF
 - ❖ REPORTS TO FROM BUILDING MAINTENANCE DIRECTOR TO CAPTAIN (SERVICES)
 - ❖ LOCATION FROM SHERIFF'S DEPARTMENT FACILITIES TO SHERIFF'S OFFICE

5. REQUESTS FROM JUDGE JOSEPH WOOD

- ADJUST THE PAY OF THE JUVENILE DETENTION CENTER DIRECTOR POSITION (5.1)
- ADJUST THE PAY OF THE DIRECTOR OF VETERANS AFFAIRS (5.2)
- ADJUST THE PAY OF THE COUNTY ATTORNEY (5.3)
- ADJUST THE PAY OF THE GRANTS ADMINISTRATOR (5.4)
- ADJUST THE PAY OF THE PURCHASING MANAGER (5.5)

6. REQUESTS FROM ASSESSOR RUSSELL HILL:

- CHANGE THE TITLE AND GRADE OF DEPUTY ASSESSOR II, GRADE 11 TO AMENDMENT 79 ADMINISTRATOR, GRADE 14 FOR TWO POSITIONS IN THE ASSESSOR'S BUDGET FOR 2019 (6.1)
- CHANGE THE TITLE AND GRADE OF DEPUTY ASSESSOR I, GRADE 9 TO DEPUTY ASSESSOR II, GRADE 12 IN THE ASSESSOR'S BUDGET FOR 2019 (6.2)

7. PUBLIC COMMENT

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

8. ADJOURNMENT

Tim Helder
Sheriff



Washington County Sheriff's Office

TO: JESAP, Personnel, and Finance Committees

1. Beginning in August 2017, due to reorganization, we converted a full time Cook Supervisor position to a Human Resources Administrator position for the Washington County Sheriff's Office. Since this position was new, we did not know the full responsibilities this job would entail. We have since determined the responsibilities of this position are much greater than the duties of the current job description, and more closely reflect the duties of an HR Director. Not only is this position responsible for the same HR duties the court house HR department has for employees, it goes above and beyond to include all personnel responsibilities and/or oversight required by a department head or elected official. After this position was created, it took over the full HR responsibilities of over half of the full time employees in Washington County (315 full time and 25 part time/auxiliary). The person currently in this position will remain in this position. She has 12 years of HR and managerial experience, which includes 6 years in county human resources.

I request to change the existing Human Resources Administrator - Sheriff position (Grade 19) to a Human Resources Director - Sheriff position (Grade 23) for the 2019 budget. This exempt position is currently budgeted in 2019 for a yearly salary of \$44,347.68. Due to the current employee's extensive HR and managerial experience, I request her yearly salary be placed at \$53,518.40, which is halfway between the minimum and midpoint for a Grade 23. I would like to use the 2019 unused salary funds from open positions to cover the budgetary difference this request will create.

Budget/Position Number - 3017.0418.112

2. The Quorum Court approved the position titled Maintenance Tech Lead Trainer, position number 3017.0127.002, to be moved, beginning with the 2018 budget, from the Buildings and Grounds supervision to the supervision of the Sheriff's Office.

Due to the recent job description change by the Buildings and Grounds Department to the Maintenance Tech Lead Trainer position, we would like to change the title and job description of position number 3017.0127.002 to Sheriff's Maintenance Technician. The grade for this new title and job description will remain the same (Grade 18).

Budget/Position Number - 3017.0127.002

3. The Quorum Court approved the position titled Sheriff's Buildings Maintenance Manager, position number 3017.0127.001, to be moved, beginning with the 2018 budget, from the Buildings and Grounds Department supervision to the supervision of the Sheriff's Office.

For housekeeping purposes, we would like to change the following information in the job description for position number 3017.0127.001:

Department – from Buildings & Grounds to *Sheriff*

Reports to – from Building Maintenance Director to *Captain (Services)*

Location – from Sheriff's Department Facilities to *Sheriff's Office*.

Everything else will remain the same.

Budget/Position Number - 3017.0127.001

Respectfully,



Tim Helder
Sheriff

Washington County Human Resources Director - Sheriff Job Description

Job Code:	23
Exempt:	Yes
Department:	Sheriff
Reports To:	Sheriff
Location:	Sheriff's Office
Date Prepared:	July 23, 2017
Date Revised:	September 18, 2019

GENERAL DESCRIPTION OF POSITION

The Human Resources Director Sheriff position is similar to the Human Resources Director position. Under the general supervision of the Sheriff, this position provides consistency in the Sheriff's Office personnel program, coordinates the personnel functions, provides information on matters pertaining to personnel and human resources, assists with personnel budgets, and provides information and help on personnel matters to command staff and employees of the Sheriff's Office. The incumbent assists with the maintenance of a 20 million dollar Sheriff's Office payroll and has oversight over the benefits program for 315 full time employees, which is over half of Washington County's full time employees, as well as 25 part time employees. The incumbent also assists with oversight of a 5 million dollar insurance fund and is responsible for entering, tracking, auditing and maintaining all Sheriff's Office employees that are enrolled in the fund.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Meet with Sheriff, supervisors, consultants, and employees to discuss and explain County policies, employee benefits and other aspects of wage and benefit administration. Frequently interact with public and private agencies, the general public, and periodically the media.
2. Attend meetings, assist in formulation of personnel policies, prepare special reports as requested and implement practices or programs.
3. Supervise, train, and make work assignments for employees assigned to the HR office of the Sheriff's Office. Manage HR employees in department training processes in order to develop each employee's specialized knowledge in particular fields, and provide them with the means of training others. Conduct information sessions with employees to monitor progress in assigned tasks.
4. Work with Sheriff's Office command staff in preparation of personnel budget projections for the current and next year.
5. Collect Sheriff's Office Affirmative Action information and explain processes and prepare the annual EEO-4 federal reports. Act as the Affirmative Action Officer for the Sheriff's Office. Develop and implement the Sheriff's Office Affirmative Action Plan, analyze data, and assist Sheriff in identifying recruitment areas to meet annual goals and time tables.
6. Prepare special reports, answer miscellaneous government surveys, write letters, and other related duties as needed or requested.

7. Administer the health, life, dental, and workers= compensation insurance programs, monitor enrollment, premium payment, COBRA participation, and provide and obtain information from the providers of the various plans on behalf of the Sheriff's Office and over 300 employees.
8. Coordinate with the salary consultant, insurance consultant, and third party administrators for health, dental, life and workers compensation insurance. Open enrollment administration for benefits on behalf of the Sheriff's Office and over 300 employees.
9. Track and monitor turnover and other key employment factors. Administer pre-employment assessments and exit interview forms as needed. Report findings to the Sheriff.
10. Maintain and monitor position files within the HR/Payroll integrated system, including building all necessary background tables, and entering calculation codes. Ensure changes to positions are in accordance with County ordinances, and that the appropriate committees have reviewed and approved such changes when necessary. Maintain documentation of such position changes.
11. Provide oversight and management direction for Washington County Sheriff's Office payroll as it relates to HR.
12. Monitor, direct and provide support for the County's Job Evaluation and Salary Administration Program as it relates to Sheriff's Office employees, including the preparation and submission of documents, including county ordinances for Sheriff's Office personnel changes. Provide website maintenance for the JESAP job descriptions. Maintain files on JESAP rating changes and job descriptions, make sure that changes are made in HR System, Payroll System, and JESAP when position ratings change in regards to the Sheriff's Office.
13. Stay current on changes in ADA, FLSA, FMLA, worker's compensation law, insurance issues (HIPAA, COBRA, etc.) and any other legal changes affecting Washington County Sheriff's Office.
14. Research information pertaining to personnel matters such as wage/hour and EEOC laws and guidelines, complete forms as required by state and federal agencies, dissemination of information to other officers, and general coordination of personnel matters within Washington County Sheriff's Office.
15. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the Sheriff's Office and other agencies.
16. Provide management of employee flu, Tetanus and Hep. B shots for Sheriff's Office employees.
17. Review and disseminate to Sheriff's Office employees all policy updates made to the employee handbook.
18. Stay apprised and review all updates made to the Salary Administration Policies Serve as the HIPAA Compliance Officer for the Sheriff's Office.
19. Implement and maintain necessary HR software, build electronic reporting and query files, and ensure the accuracy of the interface within the HR/ Payroll system. Oversight of Human Resources software currently utilized by the department staff for FMLA, TimeClock, and ID Maker. Recommendation for software improvement and greater efficiency in the handling, processing and storage of employee and departmental data/information. Supervise the implementation process of various programs, and serve as departmental trainer on HR software on behalf of the Sheriff's Office.

20. Design and maintain HR Sheriff's Office website.
21. Conduct regular audits of HR Employee performance measures to ensure accuracy. Monitor work procedures as it relates to HR, and recommend interdepartmental policy as required.
22. Conduct training sessions with the Sheriff, command staff, and supervisors on Federal regulations and guidelines. Supervise the training of all employees on Affirmative Action, Workers Compensation, Family and Medical Leave, Sexual Harassment, Diversity, Customer Service, Ethics, Safety, and County Policy.
23. Monitor financial reports for Premise Health Clinic and UAMS Medical Center, track employee participation and satisfaction, and assist clinic staff in reporting claims and referring services. Advise clinic staff of any issues or concerns.
24. Verify background checks on the offer of pre-employment to ensure qualifications for work.
25. Oversee employee grievance filings and hearings, and ensure that proper procedural measures are adhered to. Manage sexual harassment complaints, and initiate investigation into such reports. Conduct follow up on all complaints, and document measures taken on behalf of the Sheriff's Office.
26. Monitor the Washington County insurance fund, assist with invoice payment from said fund on a weekly basis. Manage incoming reports from the health/dental carrier, and ensure that monies are released in a timely manner. Make recommendations for changes to the insurance plan document, and review appeals for coverage on behalf of the Sheriff's Office. Assist in the approval and documentation of the reasons for any plan exception.
27. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 6 years related experience and/or training, and 3 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 read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Ability to obtain PHR Certification and SPHR Certification or equivalent - required within 5 years.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Human Resources Systems, Payroll Systems, Spreadsheet

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

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

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

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 small group (1-3) of employees in the same or lower classification. Assigns and checks work assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

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 may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

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

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

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

ADDITIONAL INFORMATION

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:

Ability to obtain a Bachelor's Degree in Human Resources or related field with a minimum of 6 years of experience working in Human Resources, and 3 of those years working in a management position. Ability to obtain PHR Certification and SPHR Certification or equivalent - required within 5 years. Good organizational skills and knowledge of computers are also necessary for this position.

OTHER SKILLS and ABILITIES:

The incumbent must have a thorough knowledge of all matters pertaining to effective and efficient handling of the personnel administration function since the position either influences or creates personnel policy for the Sheriff's Office. Human relation skills and problem solving ability are necessary since a large amount of the job is maintaining contact and communicating with County officials, supervisors, and employees to assist and explain personnel policies and procedures. Mishandling of personnel function could cause substantial employee dissatisfaction resulting in absenteeism, turnover, and poor performance. Machine skills include computer, Microsoft Word, Excel, Access, Frontpage, Powerpoint, Crystal Reporting, DOS, HTML, Adobe Acrobat, specialized HRIS and Compensation (JESAP) software, TimeKeeping system, ID Maker system and equipment, digital imager, fax machine, copier and calculator.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
September 2019
 POSITION **Human Resources Director - Sheriff**
 JOB CODE: **23**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	9	104	
2	Experience-Minimum time to become familiar with management requirements of the job.	6	215	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	70	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 6	7	65
		4B 4		
		4C 4		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	7	120	
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.	1	10	
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.	6	70	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 7	10	150
		10B 2		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	6	60	
13	Machine-Computer Operations	6	120	
14	Working Conditions	2	12	
15	Physical Demand	2	8	
TOTAL VALUE			1364	

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

Human Resources
Administrator

JOB TITLE: Human Resources Director - Sheriff

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	8	9	104
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	5	6	215
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	70
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	7	65
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	5	7	120
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	7	200
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	1	1	10
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	5	6	80
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	6	70
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.	4	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	5	6	60
13	<u>Machine Operations</u> :	5	6	120
14	<u>Working Conditions</u> :	1	2	12
15	<u>Physical Demand</u> :	2	2	8
		906		1364
	Washington County Salary Grade Level	19		23

Signed: _____

Date: September 19, 2019

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 PERSONNEL POSITIONS IN THE JAIL BUDGET FOR 2019; AND, APPROPRIATING THE AMOUNT OF \$1,734.96 TO SALARY LINE ITEMS IN THE JAIL BUDGET FOR 2019.

WHEREAS, the Quorum Court desires to change title of two positions in the Jail Budget for 2019.

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

ARTICLE 1. The title of the personnel position of Human Resources Administrator – Sheriff, Grade 19 (Position 0418112) is changed to Human Resources Director – Sheriff, Grade 23 (Position 0418112) in the Jail Budget (30170418) for 2019.

ARTICLE 2. The title of the personnel position of Maintenance Tech Lead Trainer, Grade 18 (Position 0127002) is changed to Sheriff’s Maintenance Technician, Grade 18 (Position 0127002) in the Jail Budget (30170418) for 2019.

ARTICLE 3. There is hereby appropriated the total amount of \$1,734.96 from unappropriated reserves in the Jail Fund (3017) to the following line items in the Jail Budget for 2019:

Salaries, Full-Time (0418112) (30170418-1001)	\$ 1,410.88
Social Security Matching (30170418-1006)	107.93
Noncontributory Retirement (30170418-1008)	216.15

TOTAL APPROPRIATION \$ 1,734.96

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk
Introduced by: **JP Butch Pond**

Washington County Sheriff's Maintenance Technician Job Description

Job Code:	18
Exempt:	Yes
Department:	Building & Grounds
Reports To:	Night Maintenance Manager
Location:	Washington County Buildings and Grounds
Date Prepared:	July 25, 2019
Date Revised:	September 18, 2019

GENERAL DESCRIPTION OF POSITION

The Sheriff's Maintenance Technician is responsible for installation and repairs on sophisticated electronic security systems, HVAC equipment, plumbing and electrical work, maintenance, boilers, commercial kitchen equipment, refrigeration, locksmithing, commercial laundry equipment for the Sheriff's Office and Detention Center. The incumbent must prioritize when and how to complete repairs with detention staff/supervisors. The person in this position may provide recommendations to the Sheriff's Buildings Maintenance Manager as to the best method of maintaining and repairing elements to the Sheriff's Office and Detention Center. Provide training to detention officers/staff on proper use and function of security system, camera and doors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain and troubleshoot detention security systems.
2. Perform general and detailed carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of Sheriff's Office and Detention Center buildings and equipment. Installation of less complicated heating and air-conditioning systems, plumbing fixtures and electrical circuitry.
3. Schedule and perform routine and preventative maintenance of air-conditioning and heating systems, boilers, kitchen equipment, refrigerators, laundry equipment and door locks.
4. Determine with assistance of the Sheriff's Buildings Maintenance Manager whether to perform maintenance projects internally or to obtain outside professional services.
5. Provide training for detention staff/supervisor on proper use and function of security system, cameras, doors, and fire alarm systems.
6. Coordinate all repairs with detention staff/supervisors.
7. Participate in safety and training programs, as necessary.
8. Perform all maintenance duties in an efficient, safe, and timely manner.
9. Provide maintenance support for all emergency situations associated with Sheriff's Office and Detention Center 24 hours a day/seven (7) days a week.
10. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 8 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. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

EPA Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Other

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR 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 where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Disagreeable working conditions. Continuously exposed to several 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 work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, risk of electrical shock. 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, walk, sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 50 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/or EXPERIENCE:

High School diploma and or equivalent to two years of college; trade school training and minimum of eight (8) years of experience in plumbing and electrical. The incumbent must possess certification to perform air-conditioning/heating repairs and hold additional training certificates in plumbing, locksmithing, and electrical installation and repair. Ability to understand and work with complex electronic and computerized security systems. Familiar with and ability to maintain very complex machine hardware/electronics and software programs.

OTHER SKILLS and ABILITIES:

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. The incumbent will be working in close proximity to prisoners. Must be alert to conditions and keep happenings confidential. Should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties. Computer and electronic skills are required.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
September 2019
 POSITION **Sheriff's Maintenance Technician**
 JOB CODE: **18**

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.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 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.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	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.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine-Computer Operations	6	120
14	Working Conditions	4	26
15	Physical Demand	5	24
TOTAL VALUE			804

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

Maint. Tech.
Lead Trainer

JOB TITLE: Sheriff's Maintenance Technician

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	8	11	134
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	3	0	0
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	4	49
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	5	5	48
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	4	44
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	8	90
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	5	20
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	4	4	38
13	<u>Machine Operations</u> :	6	6	120
14	<u>Working Conditions</u> :	4	4	26
15	<u>Physical Demand</u> :	5	5	24
		805		804
	Washington County Salary Grade Level	18		18

Signed: _____

Date: September 18, 2019

Item 19-I-101

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 PERSONNEL POSITIONS IN THE JAIL BUDGET FOR 2019; AND, APPROPRIATING THE AMOUNT OF \$1,734.96 TO SALARY LINE ITEMS IN THE JAIL BUDGET FOR 2019.

WHEREAS, the Quorum Court desires to change title of two positions in the Jail Budget for 2019.

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

ARTICLE 1. The title of the personnel position of Human Resources Administrator – Sheriff, Grade 19 (Position 0418112) is changed to Human Resources Director – Sheriff, Grade 23 (Position 0418112) in the Jail Budget (30170418) for 2019.

ARTICLE 2. The title of the personnel position of Maintenance Tech Lead Trainer, Grade 18 (Position 0127002) is changed to Sheriff’s Maintenance Technician, Grade 18 (Position 0127002) in the Jail Budget (30170418) for 2019.

ARTICLE 3. There is hereby appropriated the total amount of \$1,734.96 from unappropriated reserves in the Jail Fund (3017) to the following line items in the Jail Budget for 2019:

Salaries, Full-Time (0418112) (30170418-1001)	\$ 1,410.88
Social Security Matching (30170418-1006)	107.93
Noncontributory Retirement (30170418-1008)	216.15

TOTAL APPROPRIATION \$ 1,734.96

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk
Introduced by: **JP Butch Pond**

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
OFFICE OF THE COUNTY JUDGE

October 7, 2019

To: JESAP and Personnel Committees

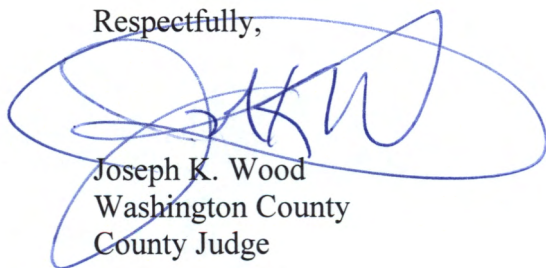
The County recently hired a new Director for the Juvenile Detention Center. The individual comes with an extensive list of qualifications. The new Director has worked in the Texas correctional system. The person held both the Assistant Director and the Director positions at the Benton County Juvenile Detention Center. In addition, they worked with a private counselling company as a behavioral interventionist.

With regard to qualifications, the successful applicant has a Masters in Psychology and is in the tertiary stages of obtaining a Doctorate in Psychology.

The starting salary for a Grade 25 is \$25.72/hr. The *Salary Administration Program* allows a new hire to be paid up to the top of the 1st quartile - \$27.99/hr. However, the 2019 budget for the JDC Director position has residual funds to allow for the budgeted \$33.65/hr that is approved for 2020. In view of the qualifications and experience just outlined, I would like to pay this amount to the successful applicant.

We appreciate your consideration of this request.

Respectfully,



Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 500 • Fayetteville, Arkansas 72701
Telephone: (479) 444-1700 • Fax: (479) 444-1889
joseph.wood@co.washington.ar.us

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

WASHINGTON COUNTY
Job Description

JOB TITLE: Director

Exempt (Y/N): Yes

DEPARTMENT: Regional Juvenile Detention Center

DATE REVISED: June 2016

SUPERVISOR: Chief of Staff

SUMMARY:

The Regional Juvenile Detention Center Director is under the general supervision of the Chief of Staff and ultimately of the County Judge. The Director holds the senior command position and serves as the Department Head for the Washington County Juvenile Detention Center. The Director is distinguished from the Assistant Director in that the Director, in addition to performing the full range of responsibilities and duties of the Assistant Director, is also responsible for the supervision of personnel and the administrative duties for the assigned department including coordination and purchasing of equipment, staffing and interviewing of potential personnel and management of the division budget. Under the general direction of the County Chief of Staff, the incumbent is responsible for the overall management of the Regional Juvenile Detention Center. The Regional Juvenile Detention Director is responsible for the efficient and effective operation of the Center and to coordinate the work of the division. Manages and provides direction to the staff, coordinates and directs job activities of all staff to ensure adherence to Arkansas Juvenile Standards, Policies/Procedures, goals and expectations. The Director is responsible for the Regional Juvenile Detention Center's budget, compliance with grant requirements, developing/monitoring policies and procedures, and monitoring of residents. The incumbent is responsible for the development of services, quality of services, and types of services provided by the Center. This position is responsible for promoting youth and staff quality of life in all facets of assigned operational and programmatic activities as well as provide for the safety, security and wellbeing of employees, residents and visitors within the secure facility.

The incumbent is responsible for exercising an in-depth knowledge of Juvenile law supervision and administration. The incumbent relies on past experience and training to supervise personnel and residents in the County Regional Juvenile Detention facility. Prepare special reports and give community presentations. This position must meet all commission standards and training requirements, including but not limited to; Juvenile Standards and must meet all training and experience requirements for the position of Director.

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

1. Provide direction and supervision for the Regional Juvenile Detention Center. Directly supervise the Social Worker, Executive Assistant, and Assistant Director. Generally supervise the Staff Development Supervisor, Youth Development Specialist Supervisor, Youth Development Supervisors, Juvenile Caseworkers, and part-time Administrative Assistant under their command as well as any assigned personnel.

2. Monitors work schedules of all subordinate staff; employee evaluation; initiates corrective actions (where necessary) proportionate to non-compliance and or performance issues and mediate disputes that promote reconciliation, professional growth and development.
3. Assist in direct supervision on the housing units and other program areas, including youth escort and movement.
4. Participates in management meetings to promote accountability of required conditions of confinement youth scheduling, record keeping/documentation, pod/room inspections, fire drills, etc.
5. Provides critical analysis of unit activities related to incidents, youth rule violation, youth grievances, and use of behavior management continuum, etc. and to identify trends and characteristics and to make adjustments where appropriate.
6. Maintain/Oversee paperwork and/or routine maintenance required of the vehicle and related equipment used in the vehicle.
7. Maintain/Oversee Regional Juvenile Detention Center's equipment/inventory and premises, and make arrangements for necessary repairs.
8. Prepare special reports, conduct Center's inspections, and testify in court on Center's matters.
9. Assist in budget preparation, planning, writing policies and procedures.
10. Ensure that all contacts with the Regional Juvenile Detention Center are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
11. Ensure that the rights and safety of residents are not violated and that they receive the basic requirements as required by law.
12. Receive advanced training in the areas of Juvenile Law, and Juvenile Detention operations.
13. Receive advanced training in the use of self-defense and physical constraint procedures.
14. Keep current on County policies and procedures and Federal and state laws to ensure that the County is in compliance at all times. Serve as advisor to staff by being available 24 hours per day, seven days per week through the use of a cell phone. Provide assistance to staff members and respond to emergency situations, as necessary.
15. Prepare/Oversee purchase order requests and process travel payments and training expense reimbursements. Receive and post all invoices and expenses to the computerized record

keeping system for the various funds the Center operates under. Code invoices and statements for payment and deliver to the Comptroller's Office.

16. Receipt/Oversee resident's personal cash and issue the resident a check for that cash. Deposit cash into the Center's checking account. Maintain transactions and enter into computerized record keeping system.
17. Monitor individual resident's schedules to assure that they leave and arrive on time for all appointments outside the Center.
18. Monitor individual resident's behavior through direct observation and the reading of various reports in order to anticipate potential problems. Provide guidance to staff regarding resident's behavior.
19. Monitor individual resident's court-hearing dates to ensure compliance with the Arkansas Juvenile Code.
20. Investigate complaints of the residents regarding staff behavior or facility policy and procedures, as received through the resident's grievance form, and take appropriate action.
21. Respond to requests from other agencies.
22. Complete memorandums and letters to various governmental or other agencies.
23. Complete and provide monthly statistical reporting to the Division of Youth Services, County Judge, Chief of Staff and Quorum Court officials.
24. Complete length-of-stay date and bill appropriate agencies. Monitor per-diem payments from other counties and follow-up on accounts that are delinquent.
25. Ensure the Center's compliance with all grant requirements. Prepare and submit reports to granting agencies.
26. Oversee National School Lunch/Breakfast Program, monthly reporting and reimbursement results. Ensure delivery of food to the facility.
27. Review all Incident Reports and respond, as needed. Review, investigate and complete detailed report for all attempted or actual escapes.
28. Review all grievances and determine appropriate action.
29. Review and determine appropriate action for Resident's Special Request.

30. Communicate, either verbally or in writing, with law enforcement officers, court officials, human service workers, county officials, citizens, state officials, and parents/guardians about problems or situations involving the Regional Juvenile Detention Center and specific residents within the Center.
31. Prepare and submit the annual operating budget for the Center, which includes operating budgets for grants that the Center may be involved with. Request that certain revenues be recognized for the Center's budget.
32. Appear before various Quorum Court Committees to explain the Center's budget or grant funds.
33. Develop and revise policies and procedures, monitor current policies and procedures for staff compliance and ensure that the Center is operated in an appropriate manner regarding the rules and regulations of state and federal agencies.
34. Complete various special reports, including an all-annual report submitted to the County Judge.
35. Submit various applications for grants/special funding to the County Chief of Staff and Grants Coordinator (when applicable).
36. Receive training and review various articles or writings concerned with juvenile detention or management in order to stay current on all laws, policies, rules, etc.
37. Meet with various state agency representatives to learn about the availability of grants, changes in law, and changes in reporting procedures.
38. Meet with various agency representatives to explore new innovative best practices in the Juvenile Justice System.
39. Provide Center activities and information to various civic groups and provide specific information to the Quorum Court and its committees.
40. Ensure residents have a structured activity time (calendar to be prepared).
41. Leads by example and establishes an environment that promotes professionalism.

SUPERVISORY RESPONSIBILITIES:

Directly supervises twenty-two (22) employees as well as volunteers/interns. Acts as Principal in the Education Department overseeing three (3) full time teachers (Employees of Fayetteville Public School System) as according to the MOU with the Department of Education. Carries out supervisory responsibilities in accordance with the County’s policies and applicable laws. Responsibilities include, but are not limited to; interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Oversee staff training for compliance with juvenile detention standards.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$1,400,000
Equipment and Property:	\$2,000,000

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 shall have a degree from a four (4) year college and five (5) years previous experience in adolescent behavior management, juvenile detention laws/procedures, accounting concepts, grant management, federal and state regulations, and County policies and regulations.

OTHER SKILLS and ABILITIES:

The incumbent must possess excellent judgment, management, and supervisory skills. Also, the incumbent is required regularly to use a calculator, two-way radio, fax machine, and computer. The incumbent must possess good communication and human relations skills as there is extensive contact within and outside the County, often under adverse conditions. The incumbent must be able to perform all the following as well as supervise others in the following: must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others. Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, PC computer, fax, copy machine, and typewriter and various other security equipment. Must possess a valid Arkansas Driver’s License.

PHYSICAL DEMANDS:

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

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

The employee must occasionally lift and/or move more than 100 pounds. Must have visual and hearing acuity to fully observe the behaviors and interaction of residents and other persons within the facility or during official travel and activities, and to effectively receive and transmit communications by two-way radios and telephones. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job the employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate to loud.

JOSEPH K. WOOD
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

October 7, 2019

Members of the JESAP and Personnel Committees,

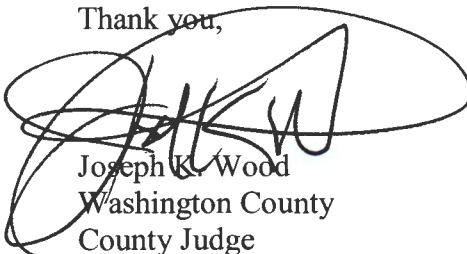
The current Director of Veteran Services has made a significant impact in the provision of services received by the veteran community in Northwest Arkansas. During his tenure, the annual number of veterans assisted by the Veteran Services office has increased from 414 to 2528 at the end of 2018. For the current year, the monthly total of clients have averaged 211 with some months the office serving 250 veterans. All this is done with two fulltime staff (including the Director) and a cadre of volunteers.

The Director has made staff development a priority so that the office knowledge base is continually increasing. He has also instituted a quality control program in the processing of veteran benefits – which has help to ensure that the level of service that veterans and their families receive is exemplary. In addition, the office has partnered with a federal volunteer program that will allow the office to supplement the resources dedicated to community outreach along with helping to streamline workflow.

As a result of these and other efforts, I am formally requesting that the current incumbent's salary be placed at \$23.43 for Grade 20. This increase will require an additional \$887 in the line item 1000.0800.1001 for the 2019 budget.

We appreciate your consideration of this request

Thank you,



Joseph K. Wood
Washington County
County Judge

WASHINGTON COUNTY
Job Description

JOB TITLE: Director of Veterans Affairs

Exempt (Y/N): Yes

DEPARTMENT: Veterans Service Office

DATE REVISED: August 2012

SUPERVISOR: Chief of Staff

SUMMARY:

The incumbent under the general supervision of the Chief of Staff of the County Judge conducts interviews, advises and assists veterans and dependents in preparing claims for disability compensation, death or injury, insurance, pensions, education benefits, rehabilitation training, medical care, burial, home loans, debts/waivers, and other claims which may be applicable under federal, state and local laws. The position is jointly administered by Washington County and the Arkansas Department of Veterans Affairs.

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

1. Interview veterans and/or dependents. Advise them of programs and services for which they may be eligible through the U.S. Department of Veterans Affairs or certain other military-related government agencies.
2. Obtain claimants' limited power of attorney.
3. Prepare claim forms and related documents for completeness and accuracy to insure adequacy for purpose, said purpose may be for compensation, pension, insurance, educational assistance, vocational training, dependents benefits, hospitalization, burial, discharge reviews, retirement claims, and loan guarantees.
4. Assist claimants in obtaining any and all relevant medical records, eye-witness statements or any other evidence which may prove relevant to their claim.
5. Study medical records and service history to find necessary proof, and evaluate validity of claim.
6. Interpret and apply the pertinent laws and regulation applicable to the claim. Research any necessary precedents.
7. Write and submit the initial claim in a manner acceptable to the U.S. Department of Veterans Affairs.
8. Assist claimant for however long his claims is adjudicated, quite possibly several years, through one or all the processes of: decision on claim at the regional level; appeal to the Board of Veterans Appeals in Washington, D.C.; and appeal to the U.S. Court of Appeals for Veterans Claims in Washington, D.C.; plus other possible intermediate steps.
9. If claimant requests a hearing at the regional level, advise the accompanying service office of any information pertinent to the case that may not be readily gleaned from the record.
10. If claimant wishes to continue the claim before the Board of Veterans Appeals, prepare a special

brief for submission.

11. Take care to see that all paperwork is submitted in a timely manner so that the claim does not expire.
12. Realizing claimants may become frustrated with the slow claims process, be prepared to listen to and attempt to alleviate their irritation in a professional manner.
13. When appropriate, refer clients to other agencies which may assist them.
14. Make hospital, nursing home or home visits when needed.
15. Provide information to the public as requested.
16. Perform all duties in a manner acceptable to the Arkansas Department of Veterans Affairs, including submitting a monthly activity report.
17. Attend meetings and classes necessary to meet the requirements of the Arkansas Department of Veterans Affairs, including quarterly meetings for veterans service officers, as well as other occasional appropriate functions, at the VA Medical Center, Fayetteville. Attend public ceremonies or celebrations held specifically in honor of veterans.
18. Oversee an annual flag education program to all fifth grade classes in the county where requested, utilizing materials provided jointly by the Arkansas Department of Education and the Arkansas Department of Veterans Affairs.
19. Perform related duties, which include composing correspondence on word processor, photocopying, filing, FAX documents, and attend to incoming or outgoing mail.
20. Maintain office files in an accurate and efficient manner.
21. Maintain adequate supplies for the office. Reorder as necessary.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. At some point within the first several week of beginning the job it will be required to attend several days training at the Arkansas Department of Veterans Affairs, North Little Rock, the dates to be scheduled at the Offices' convenience. Cost of travel, meals and lodging will be reimbursed. It will be further required to return to that office within one year of beginning the job to take a written examination on veterans and dependents benefits and claims procedures. There are also mandatory semi-annual training sessions scheduled by the Arkansas Department of Veterans Affairs. In view of both the foregoing and other travel requirements listed in this job description, the incumbent must own an automobile, possess a current driver's license, and have adequate driving skills.

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:

In accordance with the rules of the Arkansas Department of Veterans Affairs, the incumbent must be either an honorably discharge veteran, or the wife or widow of such a veteran. The incumbent must have a minimum of at least two years college credit and five years of previous related experience in the public sector and two years of management experience.

OTHER SKILLS and ABILITIES:

The incumbent must possess good written and verbal communication skills and interpersonal skills. It is necessary to develop and maintain an extensive and accurate knowledge of all laws and regulations pertinent to the administration of veterans benefits. The incumbent must also develop and maintain a basic knowledge of current medical terminology, procedure and practice. Good organizational skills for prioritizing workloads, as well as basic computer literacy and a knowledge of general office machines such as calculator, photocopier, FAX, and printer, are required. Must be self-supervising. Position sometimes requires contact with severely physically and/or emotionally disabled persons.

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, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or more up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus 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 noise level in the typical work environment is moderate to moderate.

Item 19-I-103

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 INCREASING THE SALARY OF THE DIRECTOR OF VETERANS AFFAIRS IN THE VETERANS AFFAIRS BUDGET FOR 2019.

WHEREAS, the Washington County Judge desires to increase the salary of the Director of Veterans Affairs for 2019.

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

ARTICLE 1. The salary of the Director of Veterans Affairs (Position 0800001) is hereby increased to \$48,735.

ARTICLE 2. There is hereby appropriated the total amount of \$887 from unappropriated reserves in the General Fund (1000) to the following salary line items in the Veterans Affairs Budget for 2019:

Salaries, Full-Time (0800001) (10000800-1001)	\$ 720
Social Security Matching (10000800-1006)	56
Noncontributory Retirement (10000800-1008)	111

TOTAL APPROPRIATION \$ 887

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**

JOSEPH K. WOOD
County Judge

280 North College, Suite 500
Fayetteville, AR 72701



**OFFICE OF THE COUNTY JUDGE
WASHINGTON COUNTY, ARKANSAS**

October 4, 2019

Members of the JESAP and Personnel Committee,

The County Attorney works more than 40 hours a week. He is present for all Quorum Court meetings as well as committee meetings when requested. Additionally, he is on call 24/7 should an emergency arise. He is the only civil attorney for the County and he is always working. As County Attorney his duties include:

- Drafting and reviewing contracts
- Drafting and reviewing all ordinances for all departments
- Insuring the county's compliance with state procurement laws
- Managing lawsuits to collect money owed to the county
- Overseeing tax matters, probate, and bankruptcy proceedings
- Acting as County's FOIA compliance official (which entails reviewing thousands of pages to safe guard against inadvertent disclosure as has been done in the past).
- Council for all matters that come before County Court
 - Annexations
 - Animal Ordinance Appeals
 - Private Land Disputes
 - Claims against the County

This is not an exhaustive list of the responsibilities the County Attorney undertakes as legal counsel to all county elected officials; however, it is an attempt to provide a snap shot of a handful of his duties.

I believe it is in the best interest of Washington County that the County Attorney receives comparable compensation as similarly situated attorneys. In response to my request, Blair Johanson identified the salary mean of said attorneys at \$115,780. Therefore, in anticipation of Washington County's continual growth, I believe it is in the best interest of Washington County that I request a salary increase below the presented salary mean to \$110,000.

Thank you for your consideration.

Sincerely,

Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
Telephone: (479) 444-1728 • Fax: (479) 444-1731
mwatson@co.washington.ar.us

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

WASHINGTON COUNTY
Job Description

JOB TITLE: County Attorney

Exempt (Y/N): Yes

DEPARTMENT: County Judge's Office

DATE PREPARED: January 2014

SUPERVISOR: County Judge

SUMMARY:

The incumbent is responsible for handling numerous legal affairs of the County in an accurate and timely manner. Gives legal advice as needed or requested.

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

1. Issue legal opinions and advice.
2. Assist in solving legal or quasi-legal problems/issues such as personnel and FOI issues.
3. Attend all county meetings and lend advice as required.
4. Draft and review ordinances, contracts and other documentation as needed.
5. Represent the county in litigation as plaintiff or defendant as required.
6. Handle several issues that are complex and involve research and analysis of the law and particular facts.
7. Some travel is required for court appearances out of town, continuing legal education and other matters as required.
8. Supervise one employee.
9. Tracks and maintains large amounts of cases and issues.
10. Other duties as assigned by the County Judge.

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 possess a College Degree and a Juris Doctorate in Law. Must successfully pass the Arkansas Bar Examination and be sworn by the Arkansas Supreme Court. Minimum of 5 years active law practice is needed. The incumbent is required to handle certain matters without the need

for close supervision or review. Must have knowledge of county government and applicable state laws.

OTHER SKILLS and ABILITIES:

The incumbent must stay abreast of current laws and rulings. Must work well with all types of people and have knowledge of modern office practices, procedures and equipment; have strong written and verbal communication skills with elected officials, employees and citizens; must have understanding of all legal terminology, knowledge of judicial proceedings; have the ability to analyze facts, statements and evidence; must possess the ability to present the position and incumbent in a professional and courteous manner with individuals, often under difficult circumstances.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, finger, or feel objects and talk or hear. The employee is frequently required to reach with hands and arms and stand. Specific vision abilities required by this job include close vision.

The employee is frequently required to lift or move up to 10 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.

Item 19-I-105

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 INCREASING THE SALARY OF THE COUNTY ATTORNEY IN THE COUNTY ATTORNEY BUDGET FOR 2019.

WHEREAS, the Washington County Judge desires to increase the salary of the County Attorney for 2019.

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

ARTICLE 1. The salary of County Attorney (Position 0122001) is hereby increased to \$110,000.

ARTICLE 2. There is hereby appropriated the total amount of \$8,129 from unappropriated reserves in the General Fund (1000) to the following salary line items in the County Attorney Budget for 2019:

Salaries, Full-Time (0122001) (10000122-1001)	\$ 6,610
Social Security Matching (10000122-1006)	506
Noncontributory Retirement (10000122-1008)	1,013
TOTAL APPROPRIATION	\$ 10,969

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**

JOSEPH K. WOOD
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

October 7, 2019

Members of the JESAP and Personnel Committees,

The Grant Administrator has made some significant strides during their tenure with the County. In the immediate year preceding their arrival, the annual total of the grants received was a bit over \$1.1 million (for 2016). Since then, almost \$7 million has been received in 2017 and 2018.

In addition, more than \$2.7 million has been received thus far in 2019 with the sum of \$690 thousand anticipated still to be received by the County.

In view of these impressive results, I am recommending that the incumbent's salary be placed at the midpoint for Grade 24 – which is \$28.66. This increase will work out to be an additional \$887 in the line item 1000.0120.1001 for the 2019 budget.

We appreciate your consideration of this request.

Thank you,

A handwritten signature in black ink, appearing to read "JKW", is written over the typed name and title.

Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
Telephone: (479) 444-1700 • Fax: (479) 444-1889
Joseph.wood@co.washington.ar.us
Washington County is an Equal Employment Opportunity Employer M/F/D/V

WASHINGTON COUNTY
Job Description

JOB TITLE: Grant Administrator / Public Utility Director

Exempt (Y/N): Yes

DEPARTMENT: Grant Administration

DATE PREPARED: March 2015

SUPERVISOR: Chief of Staff

SUMMARY:

The Grant Administrator/Public Utility Director is under the general supervision of the Chief of Staff and is ultimately responsible to the County Judge. The incumbent will be designated as the person/department responsible for the proper financial and program administration of grant assistance being sought, received, or accounted for under the auspices of Washington County. As the Public Utility Director the incumbent will be responsible for all aspects of the Public Sewer systems in the unincorporated areas of Washington County. The incumbent will meet with local, county, state and federal officials as required for day to day administration of the County's Grant Administration and Public Utility Programs.

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

1. Plan, develop and implement grant accounting and administrative procedures with planning and input from the County Judge, County Attorney, County Administrator, County Comptroller and the Quorum Court.
2. Plan, develop and implement a centralized system of grants management which includes; recording and tracking of grant proposals, awards, and related statistical information, receipt/appropriation of grant funds, timelines, and programmatic and fiscal grant summaries as required by the various funding sources.
3. Research internet sites, periodicals, trade and association publications for additional State and Federal grant programs.
4. Determine priorities to be accorded various grants/programs based upon established policies.
5. Administer and develop select programs that serve to supplement local annual budget allocations through grant revenues.
6. Act as an official Washington County representative of the departmental grant applicant or grantee.
7. Supervise and review all county departmental grant plans.
8. Analyze applications/grant requests to determine whether the grant is consistent with the needs and priorities of the County.
9. Discuss with the officials of the County and the Quorum Court Finance Committee, the impact of proposed programs for approval and make recommendations to the governing body.

10. Prepare and oversee the preparation of grant proposals, including grant writing, guidance, budget preparation and interpretation of funding agency regulations and requirements prior to County Judge's approval.
11. Manage all proposals and awards for compliance with Federal, State, and/or Private funding source requirements, which includes in-depth reviewing and reporting.
12. Conduct "site" visits for grant funded projects to determine compliance with regulations and rules, having access to confidential files on an as-needed basis and as dictated by the funding agency.
13. Negotiate and/or manage grant/contract fiscal and program issues with agencies/program directors including grant award terms, conditions, amounts and project and budget revisions.
14. Prepare clear, sound, accurate and informative correspondence, reports, summaries and findings, conclusions and recommendations as needed and/or required.
15. Manage all grant files in preparation for annual audits and/or grantor auditing.
16. Conduct, coordinate or appear before public hearings, county committee(s)/Quorum Court meetings to relate information on grants as to the purpose, status, availability and requirements of county sponsored grant programs. Review engineering plans for projects within the grants program.
17. Work with Quorum Court Finance Committee and/or any other appropriate personnel to ensure the integrity of all grant applications prior to the County Judge's approval of said grant and submission of the granting agencies.
18. Participate in advocacy and community relations' efforts representing the County as required or needed.
19. Responsible for the development of and management of the Grant Administration Department budget and all grant budgets (averaging between ten and thirty grants per year).
20. Responsible for providing any POA and/or system owner information and advice with regard to Washington County policies and regulations on sewer systems.
21. Coordination with any POA or other entities concerning decentralized sewer systems, easements, engineering studies, and other activities as assigned by the County Judge.
22. Prepare and maintain a current customer list, conduct negotiations/discussions with the POA's owners of decentralized sewer systems, and sewer management companies.
23. Conduct meetings with POA's to provide information and advice on Washington County policies and procedures.
24. Attend monthly Washington County Planning and technical review meetings as needed.

25. Implement and maintain the rules and regulations of land developments utilizing fire flow tanks and community sewer systems.
26. Attend and record minutes of the RDA monthly meetings. Prepare RDA monthly meeting packets.
27. Act as a liaison between the citizens of Washington County, any POA, Public Health Department, and ADEQ regarding compliance of all sewer systems.
28. Perform other related duties as assigned or required.

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.

SUPERVISORY RESPONSIBILITIES: The incumbent has the shared responsibility for supervising the Assistant Grant Administrator/Legal Assistant. The incumbent is responsible for supervisory responsibilities in accordance with the county’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE:

Bachelor’s Degree in Public Administration, Business or other related field or equivocal experience is preferred. Five years experience is necessary to perform the duties of this position. Knowledge of federal, state and private grant application process is necessary.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$150,000
Equipment and Property:	\$200,000
Grant Funds:	\$5,000,000

OTHER SKILLS and ABILITIES:

The incumbent must possess computer skills and working knowledge of general office equipment; Must possess excellent communication and interpersonal relations skills; Requires the ability to attend early morning or evening meetings with local and county officials, developers, citizens and other parties involved in the County’s Grant Administration Program; Communication and leadership skills to meet with local, county, state and federal officials; Ability to handle out of state travel.

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, talk, hear, and use hands to finger, handle, or feel objects/controls. Occasionally, the employee is required to walk both in the office setting and in the field.

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

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

Item 19-I-104

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 INCREASING THE SALARY OF THE GRANTS ADMINISTRATOR IN THE GRANTS DEPARTMENT BUDGET FOR 2019.

WHEREAS, the Washington County Judge desires to increase the salary of the Grants Administrator for 2019.

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

ARTICLE 1. The salary of the Grants Administrator (Position 0120001) is hereby increased to \$59,613.

ARTICLE 2. There is hereby appropriated the total amount of \$887 from unappropriated reserves in the General Fund (1000) to the following salary line items in the Grants Department Budget for 2019:

Salaries, Full-Time (0120001) (10000120-1001)	\$ 720
Social Security Matching (10000120-1006)	56
Noncontributory Retirement (10000120-1008)	111

TOTAL APPROPRIATION \$ 887

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**

JOSEPH K. WOOD
County Judge

280 North College, Suite 500
Fayetteville, AR 72701



**OFFICE OF THE COUNTY JUDGE
WASHINGTON COUNTY, ARKANSAS**

October 3, 2019

Members of the JESAP and Personnel Committee,

I am requesting a pay increase for the Purchasing Manager position to move the salary of said position closer to the market rate for similar positions with other entities. By way comparison, the City of Fayetteville has a Purchasing Manager with the same job description and responsibilities at that of our county Purchasing Manager. The *minimum* salary for the Fayetteville position is \$64,402. The current salary of the Washington County Purchasing Manager is \$44,459. The employee that currently serves as the Purchasing Manager for Washington County has performed her job well and has adapted well to various changes made in her department.

For these reasons, I am requesting a 10% raise for this position. By raising the salary of this position, I hope that Washington County is able to retain a qualified employee to better serve the citizens of Washington County.

Sincerely,

Joseph K. Wood
County Judge

Washington County Purchasing Manager Job Description

Job Code:	19
Exempt:	Yes
Department:	Purchasing (Gen. Services)
Reports To:	Chief of Staff
Location:	Washington County Purchasing Office
Date Prepared:	February 22, 2017
Date Revised:	May 19, 2017

GENERAL DESCRIPTION OF POSITION

The Purchasing Manager under the general supervision and acts on behalf of the Chief of Staff to perform all functions of the Purchasing section efficiently and in an accurate, timely, and professional manner according to State Laws and County policies. The incumbent serves as the point of contact for each elected office and department head and must develop and administer purchasing objectives, policies, programs, and procedures for the negotiation and acquisition of materials, equipment, supplies, and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist auditors and provide necessary information to assure compliance.
2. Supervise train, assist and oversee the Buyer's and Inventory Clerk's work assignments.
3. Direct and coordinate purchasing procedures with all department heads and County officials in accordance with state laws and county policies.
4. Direct and coordinate ordering of P-Cards upon request by Elected Officials. Direct and coordinate training of employees in proper use of P-Cards.
5. Direct and coordinate ordering of cell phones, cell phone batteries and accessories for all offices. Act as liaison between County employees and cell phone provider. Troubleshoot phones, sim cards, and equipment for County employees.
6. Responsible for overseeing that petty cash is maintained for County departments and ensure that expenditures are properly coded in accordance with county policy.
7. Oversee and maintain contract administration. Includes approval by County Attorney, proper signatures by all required County representatives, and renewal or terminations. Also responsible for filing all contracts in the County Clerk's office in accordance with state laws.
8. Working closely with Comptroller's Office, elected officials and department heads to insure that amendments to contracts have been written and upgraded to cover changes.
9. Assist County officials and department heads in preparing yearly budgets to include all property insurance and costs.
10. Prepare all requests for bid or proposal specifications and legal advertisement for items to be purchased in accordance with state and local laws, and advise department heads and elected officials.

11. Receipt and handle all bids in a confidential manner prior to bid openings.
12. Work closely with department heads and elected officials to analyze and evaluate bids or proposals to award the bid.
13. Prepare court orders for County Judge's signature on all bids and on purchase of used equipment per state laws.
14. Maintain complete bid files for viewing by auditors, file originals in County Clerk' s office.
15. Maintain complete insurance coverage files for viewing by auditors, file originals in County Clerk's office.
16. Direct and Coordinate informal (purchases under \$20,000) and formal purchases (purchases over \$20,000).
17. Responsible for maintaining inventory lists of all personal property valued in excess of \$500 and notifying insurance companies of all changes and upgrades by department and locations.
18. Responsible for transferring and disposing of all county property with the approval of the County Judge.
19. Responsible for the sale of surplus items by public auction or sealed bids. Confiscated items are sold periodically at public auction in accordance with state laws and county policies.
20. Responsible for the preparation of all paper work for sale of surplus items, such as court orders, certificate of appraisal and certificate of approval in accordance with state and local laws.
21. Responsible for posting and maintaining the GovDeals auction website for selling county property includes taking photographs and answering bidder questions.
22. Responsible for preparing all forms for requesting titles and tags on all County vehicles and ensure that documents are distributed to proper department.
23. Responsible for filing original policies and new endorsements in the office of the County Clerk, and maintaining a complete file in office for auditors review.
24. Responsible for notifying insurance company of all claims and losses, which includes investigation reports and repair estimates according to regulations.
25. Responsible for receiving all insurance claim payments, and invoices for premiums, forward to proper county departments and vendors.

Responsible for notifying departments of vehicle manufacturer safety recalls.

Administrator of the Voyager website, order and assign gas cards for new vehicles and pin numbers for employees. Maintain inventory list of vehicle gas cards, order new cards as requested by elected officials or department heads.

Responsible for maintaining an inventory list of all Vendor Charge Cards and accounts available for check-out to authorized department buyers. This also includes P-Card Travel Cards.

Act as a liaison between vendor and department heads or elected officials when in need of service, such as new telephone lines, trouble calls on telephones or with gas cards.

Responsible for maintaining and forwarding record of changes or new additions of telephones lines to the appropriate Comptroller's staff member and IT Department.

Responsible for maintaining and updating the county Purchasing web site to post request for bids and proposals by scanning bid packets and making pdf files.

Responsible for maintaining and updating the county Errors and Omissions policy for all County notaries.

Responsible for maintaining and updating the contracts for copier leases and ensure the increased annual amount is accurate.

Maintain open contract file and inform County Attorney when contracts are due for renewal. Inform the appropriate Comptroller staff member of contracts renewal or expiration for payment/invoicing purposes.

26. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Spreadsheet

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Directly supervise one assistant and one part-time inventory clerk within the department

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

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

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); some college or equivalent business courses required. Five years' experience in public or governmental purchasing and/or accounting. And two years of management experience. Knowledge of material management and bookkeeping skills is required. Good organizational skills and knowledge of computers are also necessary for this position.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:\$ 220,000

Equipment and Property:\$1,000,000

OTHER SKILLS and ABILITIES:

Should possess knowledge of accounting principles as well as organizational skills. Good verbal and written communications, negotiation, problem solving, and mathematical skills are required when dealing with elected officials/department heads and vendors. Other important qualities include the ability to analyze technical data in suppliers' proposals; ability and knowledge to research and order products by accessing the Internet; and the ability to perform financial analysis. Extensive computer and program skill to include word processing, spreadsheet software, and the Internet.

Item 19-I-106

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 INCREASING THE SALARY OF THE PURCHASING MANAGER IN THE GENERAL SERVICES BUDGET FOR 2019.

WHEREAS, the Washington County Judge desires to increase the salary of the Purchasing Manager for 2019.

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

ARTICLE 1. The salary of Purchasing Manager (Position 0118001) is hereby increased to \$48,905.

ARTICLE 2. There is hereby appropriated the total amount of \$1,265 from unappropriated reserves in the General Fund (1000) to the following salary line items in the General Services Budget for 2019:

Salaries, Full-Time (0118001) (10000118-1001)	\$ 1,028
Social Security Matching (10000118-1006)	79
Noncontributory Retirement (10000118-1008)	158

TOTAL APPROPRIATION \$ 1,265

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

This letter is to respectfully request a position change from two Deputy 2 positions to Amendment 79 Administrator. The requested change is merited by the experience, skill, training and responsibilities required for this position. The Amendment 79 Administrator position requires additional duties from a Deputy 2 which include all of the responsibilities outlined in the new job description to support the administration of the Amendment 79 Homestead Credit as outlined in the State constitution. It also promotes a natural progression of promotion with in the real-estate department. We are requesting this position change to go into effect starting in 2019.

Valuing Washington County and You,

Russell Hill

Washington County Assessor

Oct. 2, 2019

Washington County Amendment 79 Administrator Job Description

Job Code:	14
Exempt:	No
Department:	Assessor
Reports To:	Real Estate Supervisor
Location:	Assessor's Office
Date Prepared:	August 12, 2019
Date Revised:	September 26, 2019

GENERAL DESCRIPTION OF POSITION

The Amendment 79 Administrator is responsible for processing and determining taxpayer eligibility for the Amendment 79 Homestead Credit resulting in \$14.8 million in tax credits. In adherence to the qualifications for the credit, requirements are accepting and reviewing homestead applications, verifying pertinent information using specific software to search Arkansas counties as well as other states for existing homestead claims by the applicant. The incumbent is responsible for making subjective determinations regarding homestead applications and various other documents affecting real estate assessments. The incumbent also assists the real Estate Supervisor with quality control regarding homestead credits, which requires determination of value changes due to adjustments from adding or removing the credit from the property's taxable value. The incumbent must process the appropriate change notices and provide the collector's office with any value changes. The incumbent must interact with the public in an information/problem solving capacity. This position is responsible for generating reports from various querying software for in-house and public use. Collect monies for copies of assessment records and maps and reports. Ensure that all assessment transactions and interpersonal exchanges are performed efficiently and in a professional and timely manner often under adverse conditions. All assessments must be accurate in accordance with state law to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, cities, and County organizations. Ensure each situation is handled according to County policies. Ensure that assessment values are correctly posted on assessment records. Each Amendment 79 Administrator is responsible for the generation of at least \$18.8 billion in appraised property value through their accuracy of records and providing support for Deputy Assessors. The incumbent is required to be capable in all real estate assessment functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Process Amendment 79 applications daily. This includes organization of files for pending eligibility and future applications.
2. Verify taxpayer eligibility for the homestead credit in adherence with the amendment to help determine the benefits allowed by the law; this requires searching external databases to ensure there is no competing credit in other jurisdictions.
3. Communicate with state and national jurisdictions regarding a property owner's eligibility for the homestead credit.
4. Removing homestead credits for property owners who do not qualify for the credit in accordance with the amendment.

5. Make corrections due to adding or removing the homestead credit, process the appropriate value changes in the CAMA system and communicate with the collector regarding changes.
6. Make decisions regarding appropriate methods to correct errors on assessment records other than Amendment 79 eligibility, which requires knowledge and understanding of the appropriate documents required to accomplish the correction.
7. Assist the Real Estate Supervisor with organization and management of all functions in the application and maintenance of records for the Amendment 79 Homestead credit.
8. Using copies of deeds received from Circuit Clerk office, determine affected records and update to the CAMA system.
9. Assist the public in person or on the telephone in order to correctly assess land and buildings parcels, provide information pertaining to splits, property values, ownership of parcels, and other data and reports which may be requested.
10. Handle large volumes of calls, occasionally with disgruntled citizens, with professionalism and tact.
11. Make proper updates using copies of deeds received from the Circuit Clerk's Office.
12. Organize work for daily goals and stay current on a daily basis.
13. Assist customers with locating a piece of property on a map or locating a specific property owner by legal description or an address, using hard copy maps and digital mapping software.
14. Collect and receipt for money collected from customers for reports and photocopies.
15. Provide legal descriptions for the public on their own property.
16. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among other Washington County departments, other Arkansas County Assessor's Offices, and other State and local agencies.
17. Ensure that all activities are professionally and ethically performed in accordance with State law to protect the individual rights of all citizens in Washington County.
18. Ensure proper documentation of all information needed for assessments is organized for scanning to ensure proper record retention and retrieval. Organize work for daily goals and stay current on a daily basis.
19. Must be proficient and knowledgeable of various report building programs, including "canned" reports in the CAMA system and various report writing software.
20. Successfully complete continuing education (classes and/or seminars) as may be required by the Assessor.
21. Successfully cross-train in other departments as required by the Assessor.
22. Must be able to read and define GIS digital maps to use for assessment record changes.

23. Must be able to interpret digital maps to assess school district boundaries to assign the correct millage rate to personal property and real estate assessments.
24. Answering questions through phone or email, as well as directing walk-in customers and phone calls to the proper office or department.
25. Make corrections to assessments of current as well as prior years. This person is responsible for initiating changes that require paid issue refunds.
26. Must demonstrate the ability to make decisions concerning correspondence to outside agencies to correct documents affecting assessment records and be able to prioritize assigned tasks and daily work flow.
27. Must be able to assess each situation encountered and decide on the appropriate action or response with the information supplied. If there is not sufficient information available, he or she may be required to supply all appropriate responses based on their knowledge and experience and in accordance with State law and County regulations. This includes the ability to research assessment issues by utilizing the internet and other software.
28. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

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

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

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

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

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 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.

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is regularly required to stand, sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl; and occasionally required to walk, climb or balance. The employee must occasionally lift and/or move up to 10 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 plus five (5) years assessment experience with two (2) years real estate assessment experience required. Two (2) years of college or technical school with emphasis in public administration or business education may substitute for two years of assessment experience. The incumbent must have strong communication and verbal skills as well as the ability to make subjective decisions. Basic knowledge of abstracting, valuation, legal descriptions, real estate terminology, and tax policy functions required. Level IV State of Arkansas certification in Assessment Administration or Appraisal preferred. Public service and abstracting experience is preferred.

OTHER SKILLS and ABILITIES:

This position requires competent computer and accurate data entry and typing skills. Incumbent must be proficient in Windows based programs, including: Excel, Word, Arc Map, and Deed Plotter. This position requires a working knowledge of CAMA based report programs as well as expert knowledge of Amendment 79 applications. The incumbent should possess knowledge of modern office practices, procedures and equipment, such as all types of copiers, printers, FAX machines, etc. The incumbent should have strong written and verbal communication skills as this position deals with the public most of the time, and in some cases, the citizens' emotions can be extreme. Must be a self-starter and able to do a variety of duties in an open area office.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
September 2019
 POSITION **Amendment 79 Administrator**
 JOB CODE: **14**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	8	89	
2	Experience-Minimum time to become familiar with management requirements of the job.	0		
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 3	4	29
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	3	28	
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.	6	80	
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	7	70
		10B 0		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57	
12	Contacts with Employees: Responsibility for effective handling of others.	3	28	
13	Machine-Computer Operations	5	76	
14	Working Conditions	2	12	
15	Physical Demand	2	8	
TOTAL VALUE			612	

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Amendment 79 Administrator

Factor	Basis for Rating	Same		Points
		Current Rating	Proposed Rating	
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	6	8	89
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	0	0
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	4	4	29
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	3	3	28
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	4	4	46
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.	6	6	80
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	4	44
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	7	7	70
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	3	3	28
13	<u>Machine Operations</u> :	5	6	76
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	2	8
		587		612
	Washington County Salary Grade Level	13		14

Signed: _____

Date: September 26, 2019

Item 19-I-097

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 DEPUTY ASSESSOR II TO AMENDMENT 79 ADMINISTRATOR IN THE COUNTY ASSESSOR’S BUDGET FOR 2019.

WHEREAS, the Washington County Assessor desires to change the title of two full time positions in the Assessor’s Budget for 2019.

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

ARTICLE 1. The title of the personnel position of Deputy Assessor II, Grade 11 (Positions 0105021 and 0105051) in the County Assessor’s Budget of the General Fund (10000105), is hereby changed to Amendment 79 Administrator, Grade 14 (Positions 0105021 and 0105051) for 2019.

ARTICLE 2. The salary of Positions 0105021 and 0105051, in the County Assessor’s 2020 Budget, are hereby increased by \$2,663.

ARTICLE 3. There is hereby appropriated the total amount of \$3,275 from unappropriated reserves in the General Fund (1000) to the following salary line items in the County Assessor’s Budget for 2019:

Salaries, Full-Time	(10000105-1001)	\$ 2,663
Social Security Matching	(10000105-1006)	204
Noncontributory Retirement	(10000105-1008)	408

TOTAL APPROPRIATION **\$3,275**

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk
Introduced by: **JP Butch Pond**



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

This letter is to respectfully request a position change from Deputy 1 to a Deputy 2. The requested change is merited by the experience, skill, training and responsibilities required for this position. The Deputy 2 position requires additional duties from a Deputy 1 which include, the mapping of real estate parcels based on the legal description of the property along with research responsibilities to insure the proper chain of title is documented in the assessment record. It also promotes a natural progression of promotion with in the real-estate department. We are requesting this position change to go into effect starting in 2019.

Valuing Washington County and You,

A handwritten signature in black ink, appearing to read "Russell Hill", is written over the printed name.

Russell Hill

Washington County Assessor

Oct. 2, 2019

Washington County Deputy Assessor II Job Description

Job Code:	12
Exempt:	No
Department:	Assessor
Reports To:	Real Estate/Personal Property Supervisor
Location:	Assessor's Office
Date Prepared:	August 12, 2019
Date Revised:	August 21, 2019

GENERAL DESCRIPTION OF POSITION

The Deputy Assessor II is responsible for the update of real estate and/or personal property assessment records and will interact with the public in an information/problem solving capacity. The incumbent may assist in processing business personal property assessments. This position is responsible for generated reports from various report queries for in-house use and for the public. Collect monies for copies of assessment records and maps and reports. Ensure that all assessment transactions and interpersonal exchanges are performed efficiently and in a professional and timely manner often under adverse conditions. All assessments must be accurate in accordance with state law to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, cities, and County organizations. Ensure each situation is handled according to County policies. Ensure that assessment values are correctly posted on assessment records. Each Deputy Assessor II is responsible for the generation of at least \$18.8 billion value through their accuracy of records and providing support for Deputy Assessors. The Deputy Assessor II is responsible for making subjective determinations regarding application of documents affecting real estate and personal property assessments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Using copies of deeds received from Circuit Clerk office, determine affected records and update to the CAMA system.
2. Assist the public in person or on the telephone in order to correctly assess land and buildings parcels, provide information pertaining to splits, property values, ownership of parcels, and other data and reports which may be requested.
3. Make business personal property assessments using the depreciation tables. This can be time consuming and complex, as there are different schedules for different types of equipment.
4. Make personal property assessments both in person, by phone, fax, email and by verifying online assessments.
5. Handle large volumes of calls, occasionally with disgruntled citizens, with professionalism and tact. Be able to establish control of emotions of self, staff, and customers, in person or by telephone.
6. As ownership changes warrant, update values for both current and previous years using necessary corrective documents.
7. Organize work for daily goals and stay current on a daily basis.

8. Assist customers with locating a piece of property on a map or locating a specific property owner by legal description or an address, using hard copy maps and digital mapping software.
9. Collect and receipt for money collected from customers for reports and photocopies.
10. Provide legal descriptions for the public on their own property.
11. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among other Washington County departments, other Arkansas County Assessor's Offices, and other State and local agencies.
12. Ensure that all activities are professionally and ethically performed in accordance with State law to protect the individual rights of all citizens in Washington County.
13. Ensure proper documentation of all information needed for assessments is organized for scanning to ensure proper record retention and retrieval.
14. Assist Personal Property Supervisor in overseeing 10 or more employees at four locations.
15. Assist customers with required forms including Business Personal Property renditions, exemptions request applications, homestead credit applications, and parcel combination forms.
16. Must be proficient and knowledgeable of various report building programs, including parcel select reports in the CAMA and PPACT systems.
17. Make decisions regarding appropriate methods to correct errors on assessment records, which requires knowledge and understanding of the appropriate documents required to accomplish the correction.
18. Successfully complete continuing education (classes and/or seminars) as may be required by the Assessor.
19. Successfully cross-train in other departments as required by the Assessor.
20. Must be able to read and define GIS digital maps to use for assessment record changes.
21. Must be able to interpret digital maps to assess school district boundaries to assign the correct millage rate to personal property and real estate assessments.
22. Use titles and or Bill of Sales, assessing the personal property of individuals and businesses for the purpose of taxation by phone, online, or in person. This would include vehicles, boats, planes, trailers, motorcycles, ATV's, motor homes, livestock, etc.
23. Updating personal information on individual and business accounts such as an address and phone numbers. If the taxpayer has not been assessed in our county before, the deputy assessor must find out if the individual has previously been in another state, moved from another county or is a first time car owner and make the appropriate notes for tax clearance purposes.
24. Answering questions through phone or email, as well as directing walk-in customers and phone calls to the proper office or department.

25. Make corrections to assessments of current as well as prior years. This person is responsible for initiating changes that require paid issue refunds.

- Assist Personal Property Supervisor in supervising the online assessments to make sure they are received and completed in a timely manner.
- Verifying each item on the taxpayer's previous year assessment and removing items when necessary, and requesting proper documentation for such. If the items remaining on the assessment are items that do not automatically depreciate, you must make sure that proper depreciation is given from pricing manuals or from internet research, and revalue older vehicles whose value must be rated and determined by its particular condition.
- Determine, by taxpayer address, the proper tax district in order to establish the correct millage for taxation purposes. If the taxpayer has moved, the tax district must be verified while amending the assessment address.
- Correct assessments based on reports that are designed for the purpose of checking for accuracy. Also, analyzing reports supplied by the State, which show items tagged by the Revenue Department for the Assessor's, Office to verify that same item is being properly assessed.
- Responsible for using general affidavits to remove permanently tagged items from current assessments.
- Responsible for acquiring the proper paperwork and separating accounts, when necessary.
- Must demonstrate the ability to make decisions concerning correspondence to outside agencies to correct documents affecting assessment records and be able to prioritize assigned tasks and daily work flow.
- Must be able to assess each situation encountered and decide on the appropriate action or response with the information supplied. If there is not sufficient information available, he or she may be required to supply all appropriate responses based on their knowledge and experience and in accordance with State law and County regulations. This includes the ability to research valuation issues by utilizing the internet and different cost manuals for the pricing of rare, unusual or antique vehicles.

26. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

Ability to 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

The incumbent is required to complete State of Arkansas Assessment Coordination Department courses; Part One: Real Estate, Part Two: Personal Property, within two years. The incumbent should also complete the five 30 hour International Association of Assessing Officers courses along with the 15 hour Marshall and Swift course within two years in order to receive the State of Arkansas Assessment Coordination Department's Level IV Appraiser/Administrator certification.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

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

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

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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.

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

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

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma plus two (2) years real estate or abstracting experience with public service preferred; or two (2) years college or technical school with emphasis in business education. Training in customer service is desirable. Basic knowledge of abstracting or legal descriptions, real estate terminology, and the taxation and assessment system of the County is preferred.

OTHER SKILLS and ABILITIES:

The incumbent should possess PC computer skills in Windows based programs, Excel, Word, Arc Map, Deed Plotter, and accurate data entry and typing skills. The incumbent is required to complete State of Arkansas Assessment Coordination Department courses; Part One: Real Estate, Part Two: Personal Property, within two years. The incumbent should also complete the five 30 hour International Association of Assessing Officers courses along with the 15 hour Marshall and Swift course within two years in order to receive the State of Arkansas Assessment Coordination Department's Level IV Appraiser/Administrator certification. The incumbent should possess knowledge of modern office practices, procedures, keyboarding skills and equipment such as all types of copiers, printers, FAX machines, etc., and have strong written and verbal communication skills as this position deals with the public most of the time, and in some cases, the citizens' emotions can be extreme. The incumbent should be knowledgeable and proficient with real estate legal descriptions, vehicle makes, models, etc., and the ability to use depreciation schedules. Must be a self-starter and able to do a variety of duties in an open area office. This position also requires a high level of accuracy for all data entry functions.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
September 2019
 POSITION **Deputy Assessor II**
 JOB CODE: **12**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	5	54
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	29
		4B 2	
		4C 2	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	3	28
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	46
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	70
		10B 2	
		10C 2	
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57
12	Contacts with Employees: Responsibility for effective handling of others.	3	28
13	Machine-Computer Operations	5	76
14	Working Conditions	2	12
15	Physical Demand	2	8
TOTAL VALUE			545

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Deputy Assessor II

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.	5	5	54
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	0	0
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	4	4	29
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	3	3	28
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	4	4	46
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	5	48
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	4	44
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	7	7	70
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	3	3	28
13	<u>Machine Operations</u> :	5	5	76
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	2	8
		529		545
	Washington County Salary Grade Level	11		12

Signed: _____

Date: August 21, 2019

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
THE DEPUTY ASSESSOR I TO DEPUTY
ASSESSOR II IN THE COUNTY ASSESSOR'S
BUDGET FOR 2019.

WHEREAS, the Washington County Assessor desires to
change the title of one full-time position in his budget for 2019.

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

ARTICLE 1. The title of the personnel position of Deputy
Assessor I, Grade 9 (Position 0105056) in the County Assessor's Budget, of the General
Fund (10000105), is hereby changed to Deputy Assessor II, Grade 12 (Position 0105056)
for 2019.

ARTICLE 2. The salary of Position 0105056 in the County
Assessor's 2019 Budget is hereby increased by \$957.

ARTICLE 3. There is hereby appropriated \$1108 from
unappropriated reserves, in General Fund (1000), to the following salary line items in the
County Assessor's Budget for 2019:

Salaries, Full-Time	(10000105-1001)	\$ 957
Social Security Matching	(10000105-1006)	74
Noncontributory Retirement	(10000105-1008)	147

TOTAL APPROPRIATION		<u>\$1,108</u>
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JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**

Date of Passage:

Members Voting For: