



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Tuesday, July 7, 2020
Immediately following Jail/LE/Courts Committee Meeting
Via Video Zoom Conference

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. 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.

3. REQUEST FROM JUDGE JOSEPH WOOD

- CHANGING THE TITLE OF DEPUTY DIRECTOR DEM/EDUCATOR, GRADE 18 TO DEPUTY DIRECTOR/EDUCATOR/FIRE SERVICES COORDINATOR, GRADE 19 IN THE DEPARTMENT OF EMERGENCY MANAGEMENT BUDGET FOR 2020 **(3.1 – 3.5)**

4. REQUEST FROM ASSESSOR RUSSELL HILL

- CHANGING THE TITLE OF BUSINESS PERSONAL PROPERTY MANAGER, GRADE 20 TO BUSINESS PERSONAL PROPERTY SUPERVISOR, GRADE 19 IN THE ASSESSOR'S BUDGET FOR 2020 **(4.1 – 4.5)**

5. PUBLIC COMMENT

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

6. ADJOURNMENT

JOSEPH WOOD
County Judge



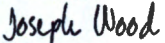
JOHN LUTHER
Director

WASHINGTON COUNTY, ARKANSAS
Department of Emergency Management
Homeland Security

The 911/Emergency Management office has had to amend the duties performed by the *DEM Deputy Director of Field Operations* so that the job description more accurately reflect what occurs in the performance of that duty. The position has recently been tasked with also functioning as the County Fire Marshal. As a result of the additional responsibility, I would like to respectfully request a re-rating and change of pay for the position.

Kyle Curry is the division's person assigned to this position. Curry has been with the County for 2 years and six months (30 months). His background is in emergency services, primarily as a firefighter/emergency medical technician (EMT). Curry is a volunteer firefighter with the Wedington Fire Department and retired from the Fayetteville Fire Department as Assistant Fire Chief with 21 years on the job. During his time at Fayetteville, he worked in the Fire Marshal's Office for 6 years first as an Assistant Fire Marshal and then as the Fire Marshal. Curry's experience ranges from frontline response to overhead coordination of personnel and response activities. Training and certifications can be provided upon request.

As a result of his wide experience and the substantial increase of job responsibilities, I respectfully request that his pay point be placed at \$22.55. He has, and continues to maintain, strong relationships with response agencies in Washington County, the local region and across the State. He has worked hard to ensure that both internal and external customers in Washington County are provided with the best service by the Department of Emergency Management, as in the past.

DocuSigned by:

34F19462757444F
Joseph K. Wood
County Judge
Washington County

123 N. College Ave. • Fayetteville, Arkansas 72701
Telephone: (479) 444-1722 • Fax: (479) 973-8726

Item 20-O-048

ORDINANCE NO. 2020-

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 DEM DIRECTOR/EDUCATOR TO DEPUTY DIRECTOR/EDUCATOR/FIRE SERVICES COORDINATOR IN THE DEPARTMENT OF EMERGENCY MANAGEMENT BUDGET FOR 2020.

WHEREAS, The Washington County Judge desires to change the title of one full time position in the Department of Emergency Management Budget for 2020.

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

ARTICLE 1. The title of the personnel position of Deputy Director DEM/Educator, Grade 18 (Position 0500002), in the Department of Emergency Management Budget of the General Fund (10000500) is hereby changed to Deputy Director/Educator/Fire Services Coordinator, Grade 19 (Position 0500002) for 2020.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**

Date of Adoption:

Members Voting For:

Members Voting Against:

Washington County

Deputy DEM Director/Educator/Fire Services Coordinator

Job Description

Job Code: 19
Exempt: Yes
Department: DEM/911/Fire Services
Reports To: DEM Director
Location: DEM Office
Date Prepared: June 12, 2020
Date Revised:
Safety Sensitive:

GENERAL DESCRIPTION OF POSITION

The Deputy DEM operates under the Director of Emergency Services and is responsible for assisting the Director for the organizations and administration of a civil preparedness program designed to protect the population, as well as public and private property in the jurisdiction for which he/she is assigned. Assist the Director in organizing Emergency Services in conformity with Arkansas Emergency Services Act of 511 of 1972, as amended by Act 646 of 1999. The incumbent is responsible for assisting the Director in coordination of the operations of all governmental and non-governmental forces, including serving as the alternate Point of Contact for the Department of Homeland Security, FEMA, ADEM, EPA, State Police, and local law enforcement, all Fire Departments, and Emergency Response personnel and all Elected officials and municipal offices in the event of an emergency. The Deputy Director/EOC Manager/Educator will assist and support the Director in serving as Fire Service Coordinator, LEPC Coordinator, Washington County Safety Coordinator. The Deputy Director/EOC Manager/Educator will assist and support the Director in serving as Fire Service Coordinator, LEPC Coordinator, Washington County Safety Coordinator. The Deputy Director will assist and support the Director with the overall management of the Washington County DEM Search and Rescue, ARES and Washington county DEM Tactical Rescue Teams. In addition, the incumbent will serve as public educator, research developer for new programs, assist with all Grants received in the department by maintaining the files, purchase orders, inventory placement, and audit of equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in the developing and establishing program policies, procedures, standard operating procedures, and interprets and explains policies, programs and services.
2. Responsible for grant management requests and expenditure documentation and inventory sheets and tagging of equipment for local, state, and federal audits in cooperation with the Washington County Grants Office.
3. Prepare required annual statement of work to the Arkansas Department of Emergency Management and in turn to the Federal Emergency Management Agency. Prepares quarterly activity reports for submission to appropriate agencies.
4. Develops and maintains liaison with emergency organizations in the adjoining counties and states, attends various meetings, workshops and seminars.

5. Must complete basic professional and technical emergency management training. Maintain a level of proficiency and competence through periodic attendance of workshops, seminars, and professional development and technical training courses.
6. Works in close coordination with Law Enforcement agencies, Fire Marshal, Departments, Regional Hazardous Materials Team, American Red Cross, ADEM, ADEQ, and other services and organizations as necessary for the successful operation of the County's Emergency Service Program.
7. Develop and maintains emergency management training programs specifically tailored for emergency response personnel and general interest programs for public awareness and education. Assist in seeking, organizing, and maintaining assistance from persons outside the government to provide required competency or skills for a disaster function which is not available within the county government and recruit such persons as emergency services volunteers.
8. Conducts Public Awareness campaigns, distributes literature regarding natural and man-caused disasters, CERT, RACES, Skywarn and other awareness programs that may develop. Maintain a proactive relationship with various emergency services (police, fire, emergency medical, etc.) to ensure optimum coordination between these groups and Emergency Services.
9. Research laws, regulation and other necessary information affecting Departments related to Emergency Response personnel and volunteers. Respond with or for the DEM Director or Volunteer Deputy DEMs during major emergencies or disasters and be prepared to respond to and/or set up the Emergency Operation Center of continuity of government operations.
10. Perform feasibility studies for future projects. Serve as Deputy Fire Services Coordinator as prescribed under Act 1303 of 1993.
11. Assist in the development and management of an Emergency Operation Center, including staffing and internal emergency operating procedures by providing training to all response agencies in the County. Assist in developing, reviewing, and implementing the County Emergency Operation Plan, Rural Fire Plans and Mutual and Automatic Aid Plans.
12. Conduct studies and surveys of potential hazards and of facilities and resources as may be necessary to determine the capabilities and/or limitations of the County to carry out emergency operations under any contingency.
13. Assist with exercising the emergency response capabilities of local government and private sector forces within the jurisdiction (minimum of one drill per year). Assist and facilitates the Washington County Juvenile Fire Setters Task Force with duties performed by the organization.
14. Develop and maintains the Department of Homeland Security Identification program for all Emergency Response personnel.
15. Coordinates with the Director of Emergency Management on grant writing, review and approved grant proposals that are submitted to various agencies for funding of specific projects. Responsible for implementation of Grant projects with sub recipients regarding requests, expenditures and documentation.
16. Prepare for Quarterly Fire Association and LEPC meetings, which include sending notice, create agenda, handouts and prepare packets for meetings. Preplan, organize and coordinate with Wal-Mart Global Security for the annual Wal-Mart stockholders meeting.

17. Provide technical assistance to the University of Arkansas Police Department in the Emergency Operation Center (EOC) for home football games at the stadium and other planned events on the University Campus.
18. Manage Homeland Security Exercise Evaluation Program (HSEEP) standards for exercises and training events as required by Arkansas Division of Emergency Management (ADEM), Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS).
19. Create and send mailings to Fire Departments, LEPC and Local PSAPs as required.
20. Maintains SARA Title II reports and other files collected from private businesses required by state law.
21. Obtain new training in and out of state to instruct within the County and State on related emergency preparedness topics.
22. Serve as Field Operations Coordinator for Washington County Technical Rescue Team and for the Northwest Region of the Arkansas Urban Search and Rescue Team (USAR). Deploy with the teams on emergency callouts in Washington County, in Arkansas and out of state as required.
23. Fill out, fax and file 911 tape request release forms.
24. Assist with copying and binding 911 Map books.
25. Maintain certification as Nationally Registered Emergency Medical Technician (NREMT).
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 3 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

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 AND PERFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Database, Presentation/PowerPoint, Spreadsheet

Basic: Alphanumeric Data Entry, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

Supervises a 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

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, work with explosives, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus (especially critical when dealing with Hazardous Materials). The incumbent will be on call 24 hours a day, 7 days a week and 365 days a year.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES

Directly supervises one full-time employee and two part-time Emergency Management Interns that includes carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems. Indirect supervision for ISO volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, he or she must be able to perform each essential duty satisfactorily. As well as work well with little or no supervision. The requirements listed below are representative of the knowledge, skills, and/or ability required.

1. Hazardous Materials Operations Level II Certification (refreshers as needed)
2. Professional Development Series:
 - a. Principles of Emergency Management IS-230
 - b. Emergency Planning IS-235
 - c. Leadership and Influence IS-240
 - d. Decision Making and Problem Solving IS-241
 - e. Effective Communication IS-242
 - f. Developing and Managing Volunteers IS-244
 - g. Exercise Design IS-139
3. ICS Basic, Intermediate, and Advanced
4. NIMS IS-700
5. Attend annually, the AMEA Conference, IAEM Conference, and NENA/APCO Conference, and other conferences as presented and required by the Director.

EDUCATION and/or EXPERIENCE:

Minimum starting, High School Diploma or equivalent with 2 years emergency management work experience. Desired starting High School Diploma or Equivalent, plus an Associate Degree in related emergency management field of management and 3 years of direct management experience.

Minimum starting 3 years of direct service in the Emergency Management field. Desired starting 5 years of direct service in the emergency management field.

OTHER SKILLS and ABILITIES:

The incumbent must have knowledge and be proficient knowledge of emergency services. The incumbent must be proficient in computer skills including Word, Excel, Front Page, Web EOC, Arc view GIS Mapping Software. Communication and interpersonal skills are essential for lines of communications between departments and other emergency service providers to provide clear and open explanations of policies and procedures of the Emergency Management Organization.

WORK ENVIRONMENT:

The employee can be exposed to extreme cold and heat, severe weather, chemicals, biologicals, radiation, explosives, vibrations and hostile environments. The job requires frequent nights and weekends with little or no advance warning during local incidents, disasters or major emergencies. The noise level in the typical work environment is moderate with occasional exposure to loud noise levels.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**

May 2020

POSITION **Deputy DEM Director/Educator/Fire Services Coord.**

JOB CODE: 19

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	6	64
2	Experience-Minimum time to become familiar with management requirements of the job.	5	165
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 5	6 50
		4B 4	
		4C 4	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
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.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	9 110
		10B 2	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	5	76
14	Working Conditions	5	32
15	Physical Demand	5	24
TOTAL VALUE			937

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

Deputy DEM
Dir./Educator

JOB TITLE: Deputy DEM Director/Educator/Fire Servs. Coord.

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	6	64
2	<u>Experience-Mgmt</u> : Minimum time to become familiar with management requirements of the job.	5	5	165
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	6	50
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	5	5	70
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	5	70
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	5	48
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	9	9	110
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	5	5	49
13	<u>Machine Operations</u> :	4	5	76
14	<u>Working Conditions</u> :	2	5	32
15	<u>Physical Demand</u> :	3	5	24
		866		937
	<u>Washington County Salary Grade Level</u>	18		19

Signed: _____

Date: June 12, 2020



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

July 1, 2020

JESAP Committee,

As part of local reorganization, we want to move Jenny Hall from the Business Personal Property position (Grade 13) to the Business Personal Property Supervisor position (Grade 19). As per section H.1 of the salary administration plan I would like to place her at the top of the quartile 1 effective upon the next pay cycle. The increase is already budgeted for the position this year and no additional money will be required.

Respectfully,

A handwritten signature in black ink that reads "Russell Hill". The signature is written in a cursive, flowing style.

Russell Hill
Washington County
County Assessor

Item 20-O-047

ORDINANCE NO. 2020-

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 BUSINESS PERSONAL PROPERTY MANAGER TO BUSINESS PERSONAL PROPERTY SUPERVISOR IN THE COUNTY ASSESSOR BUDGET FOR 2020.

WHEREAS, the Washington County Assessor desires to change the title of one full-time position.

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

ARTICLE 1. The title of the personnel position of the Business Personal Property Manager, Grade 20 (Position 0105041), in the County Assessor’s Budget of the General Fund (10000105) is hereby changed to Business Personal Property Supervisor, Grade 19 (Position 0105041), for 2020.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

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

Washington County Business Personal Property Supervisor Job Description

Job Code:	19
Exempt:	Yes
Department:	Business Personal Property
Reports To:	Chief Deputy of Personal Property
Location:	Assessor's Office
Date Prepared:	July 27, 2018
Date Revised:	April 7, 2020
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Business Personal Property Supervisor plans, organizes and directs a comprehensive program of the appraisal of tangible business personal property. The person in this position is responsible for supervising 5 employees. He or she must be adept in decision making, delegating tasks, and maintaining quality control, as well as, handling problem taxpayers who can be in extreme moods. The Business Personal Property Supervisor is responsible to oversee completion and/or assist business owners or their agents with the assessments of their business personal property. The purpose of the position is to serve the public in a competent and respectful manner, provide convenient assessing, answer business questions/problems, and to ensure that each taxpayer is correctly assessed. The supervisor is responsible for accurately assessing approximately \$1.5 billion in appraised business personal property values within Washington County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise five Business Personal Property Appraisers working in the Business Personal Property Department. Distribute job assignments equitably among available personnel to maintain business personal property department efficiency and quality control.
2. Act as the representative for the Chief Deputy of Personal Property in their absence.
3. Ensure all staff are trained to utilize the most up-to-date technology and procedures available.
4. Must be able to assess each situation encountered and decide on the appropriate action or response with the information supplied. If there is not sufficient information available, he or she may be required to supply an appropriate response based on their knowledge and experience, using cost manuals and research in accordance with State and County rules and regulations.
5. Responsible for overseeing the annual field canvass, a controlled discovery search for new businesses in the entire county to find new businesses that will be added to the tax roll. This requires significant knowledge of Real Estate records and computer aided mapping programs.
6. Ensure that the business personal property department is always properly staffed and maintained, and keep a staff log of time off for sick as well as vacation. This would include scheduling lunches, breaks and vacations in the business personal property department.
7. Upon receiving assessments, the supervisor must make sure that the renditions are date stamped when received. Ensure late penalties are applied as necessary.

8. Ensure that all business personal property assessments (over 8,000) are mailed, e-mailed or assessed online for business owners or their designated representative after completion.
9. Ensure the supplies are satisfactory for the department and order more when necessary.
10. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
11. Assess taxpayer's needs to determine proper assessment procedures, school district, and assessing status.
12. Complete business personal property assessment forms using state cost manuals and business personal property depreciation schedules. Vehicles and heavy equipment that should and do not automatically depreciate, must be adjusted using all proper avenues available as well as reasonable judgment in accordance with State and County Laws.
13. Ensure that all business personal property assessments are accurate for the accounting of all taxable business personal property within the county, and ensure all existing and new businesses are assessed each year. Desk or on-site auditing may be required if an assessment appears to be insufficient.
14. Update assessment records to ensure that any changes, additions or deletions are entered into the computer system. This would include business name changes,; address changes; as well as furniture, fixtures and equipment (FF&E) and inventory changes, additions or deletions. Apply late penalties, if applicable.
15. Provide assistance to the public, business owners and company representatives (including CPAs and attorneys) in person, via email, telephone or fax providing information concerning assessed values, answering questions concerning the completion of business personal property assessments or an explanation of the appraisal process.
16. Assists collector office staff with information on businesses they are trying to collect delinquent business personal property taxes on.
17. Perform on-site inspections of businesses to determine exactly what must be assessed, answer questions, and explain the appraisal process used to arrive at an assessed value.
18. Obtain information for "request for field check" including accurate directions for locations of new businesses to be added or an "out-of-business" to be removed from the tax rolls.
19. Ensure that all business personal property assessments are accurate in accordance with state law in order to provide the records base for the Collector to collect the appropriate amount of taxes for the operation of schools, cities, and the county.
20. After completion of all received current year renditions, the business personal property supervisor must check all previous existing assessments and contact the establishments to inquire why the current year's rendition has not been received.
21. Coordinates with the Personal Property department with personnel when they are short of people to handle customers, phones and outer offices.

22. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
23. Develop, implement and monitor projects related to the business personal property department.
24. Develop and oversee a thorough quality assurance program for the business personal property department.
25. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified by the Arkansas Assessment Coordination Division as a Level 4 Senior Administrator or Appraiser.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

International Association of Assessing Officers (IAAO) Personal Property Specialist Professional Designation (PPS).

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

Supervises a small group (3-7) of employees, usually of lower classifications in the Business Personal Property Department. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

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

ADDITIONAL INFORMATION
QUALIFICATION REQUIREMENTS

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

Microsoft Windows based programs such as Access, Excel and Word. PPACT personal property programs. ESRI's ArcReader mapping software.

WASHINGTON COUNTY
Job Evaluation

Bus. Personal
Property Mgr.

JOB TITLE: Business Personal Property Supervisor

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	8	89
2	<u>Experience-Mgmt</u> : Minimum time to become familiar with management requirements of the job.	5	5	165
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	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	5	5	70
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	6	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	2	2	33
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	6	6	80
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	5	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	9	8	90
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> :	6	6	120
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	2	8
		1035		985
	<u>Washington County Salary Grade Level</u>	20		19

Signed: _____

Date: May 14, 2020

DBCompensation Job Valuing Summary

SCENARIO **Washington County
May 2020**
 POSITION **Business Personal Property Supervisor**
 JOB CODE: **19**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	8	89
2	Experience-Minimum time to become familiar with management requirements of the job.	5	165
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	70
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	2	33
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	6	80
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	8 90
		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	6	120
14	Working Conditions	2	12
15	Physical Demand	2	8
TOTAL VALUE			985

SIGNED: _____