



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, June 07, 2021
6:00 P.M.
Washington County Quorum Court Room

Robert Dennis
Willie Leming
Shannon Marti

Lisa Ecke - Chair

Butch Pond – Vice-Chair
Evelyn Rios Stafford
Shawndra Washington

A G E N D A

1. CALL TO ORDER AND WELCOME

2. PRAYER AND PLEDGE

3. ADOPTION OF AGENDA

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

4. CHAIRMAN'S REPORT

5. REQUEST FROM ASSESSOR RUSSELL HILL:

1. Change the title of the personnel position of Senior GIS Programmer Analyst to GIS Manager **(5.1 – 5.5) Ordinance 21-O-064**

6. REQUEST FROM COUNTY JUDGE JOSEPH WOOD:

1. Change the title and grade of five personnel positions of Juvenile Careworkers, Grade 10 to Juvenile Detention Officers, Grade 13 **(6.1 – 6.5) Ordinance 21-O-065**
2. Change the title of Assistant Parts Manager to Heavy Equipment Operator **(6.6 – 6.8) Ordinance 21-O-062**

7. REQUEST FROM CIRCUIT CLERK KYLE SYLVESTER:

1. Change the title and grade of the personnel position of Deputy Circuit Clerk I, Grade 10 to Deputy Circuit Clerk I / Administrative Assistant, Grade 11 **(7.1 – 7.5) Ordinance 21-O-063**

8. **DISCUSSION ON AMENDING ORDINANCE 2016-68** (7.1)
9. **COVID BONUS PAY DISCUSSION**
10. **PUBLIC COMMENT**
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
11. **ADJOURNMENT**

ORDINANCE NO. 2021-

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 GIS ANALYST/ SENIOR PROGRAMMER TO GIS MANAGER IN THE COUNTY ASSESSOR BUDGET FOR 2021.

WHEREAS, the Washington County Assessor desires to change the title of one full-time position for 2021; and,

WHEREAS, no appropriation is required to fund this change because of personnel turnover in the Assessor's office since January 1, 2021.

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

ARTICLE 1. The title of the personnel position of GIS Analyst/Senior Programmer, Grade 26 (Position 0105063) in the County Assessor's budget of the General Fund (10000105) is hereby changed to GIS Manager, Grade 26 (Position 0105063) for 2021.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Lisa Ecke**
Date of Adoption:
Members Voting For:
Members Voting Against:



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

May 20, 2021

Re: Title change from Senior GIS Programmer Analyst to GIS Manager

Dear JESAP Committee:

As part of our annual job description evaluations the Johansson Brother have reviewed the job description for the Senior GIS Programmer Analyst. After their careful examination we determined a more accurate title of GIS Manager is more appropriate for this position. The rating will not change and will remain at a grade 26. This is simply changing the title to better reflect this positions' responsibilities and duties.

Thank you for your consideration.

Valuing Washington County and You,
Sincerely,

Russell Hill
Washington County Assessor

Washington County GIS Manager Job Description

Job Code:	26
Exempt:	Yes
Department:	Assessor
Reports To:	Chief Deputy of Real Estate
Location:	Washington County Courthouse
Date Prepared:	May 17, 2021
Date Revised:	
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The GIS Manager directs, coordinates, and monitors the Washington County Assessor's Geographic Information System (GIS) activities. The position creates a clear vision for enterprise GIS development to support the GIS goals of the Assessor's Office and County. Other duties involve the implementation of new GIS solutions, participation in the creation and or maintenance of policies, standards, baselines, guidelines and procedures pertaining to GIS. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation and is considered to be the top-level contributor/specialist. Works with elected officials to set GIS priorities. Expected to be fully aware of the enterprise's GIS goals as established by its stated policies, procedures and guidelines and to actively work towards upholding those goals. Furthermore, the position also designs and develops mapping applications and geo-processing tools to support GIS. Additionally the incumbent directly supervises 2-3 GIS technicians and insures all assessment mapping functions are fulfilled. The incumbent coordinates with the senior appraiser and other appraisal staff, real property and personal property, regarding GIS support for appraisal functions. The GIS Manager must be familiar with all assessment functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates custom GIS applications to meet specific user needs, ranging from spatial data conversion programs to interface designs that support inexperienced users.
2. Participates in the planning and design of enterprise GIS architecture, in coordination with the IT Director, Assessor, Chief Deputy Assessor and the Chief Deputy of Real Estate.
3. Understands customer requirements and develops GIS applications, GIS mapping responsibilities, assessment functions and automation tools to meet the Assessor's business needs.
4. Create and maintain process automation related to data maintenance.
5. Develop and maintain geospatial datasets.
6. Maintains GIS software programs for the Assessor's Office and County IT Department.
7. Responsible for GIS Analysis, GIS Modeling, Data Integration & Conversion, Geocoding, and Geomatics.
8. Responsible for supervising a team of 2-3 GIS technicians within the Assessor's Office, including work assignments, delegation and oversight.

9. Serves as subject matter expert on GIS and assures effective communication of GIS system issues.
10. Analyzes problems and recommends solutions to meet standards and guidelines; prepares special and recurring reports and proposals for work projects, contracts, and GIS development plans.
11. Analyzes spatial data to discover patterns and trends through the use of ESRI software.
12. Recommends new GIS technologies and techniques for application development.
13. Mentor Junior and Mid-level GIS team members to ensure skills transfer for systems under this position's oversight.
14. Serves as final tier of internal support escalation for GIS Systems.
15. Leads large scale GIS projects for the Assessor under the guidance of the Chief Deputy Assessor and/or Chief Deputy of Real Estate.
16. Conducts use-case analysis of business functions to establish GIS application requirements and geospatial data model requirements.
17. Participates in the creation of enterprise GIS documents (policies, standards, baselines, guidelines and procedures) in coordination with the IT Director and Assessor, where appropriate.
18. Develops mapping applications and tools.
19. Provide quality assurance/quality control (QA/QC) of GIS data entry and related GIS application integration.
20. Produce reports that utilize geographic data.
21. Attend GIS and/or assessment related meetings, attend conferences as an attendee and speaker, and participate in Northwest Arkansas Regional Planning meetings.
22. Perform simple to complex spatial analysis to assist with information gathering and decision-making, including the ability to create and run models in ArcGIS, write scripts using Python, and perform network and 3D analysis.
23. Provide technical assistance and support for GIS users, including troubleshooting, diagnostics, problem resolution and general question response.
24. Develop web mapping applications and geo-processing tools to support GIS.
25. Conduct end user training and develop end user documentation, which may include classroom and face to face training.
26. Manage special projects, which may include prioritizing, training and guiding other employees in the Assessor's GIS department.
27. Coordinate with other governmental entities to ensure compatibility of data, and compliance with regional and state standards.

28. Meet with supervisors, vendors, and others to solicit cooperation and resolve problems.
29. Respond in a courteous and professional manner to requests for information and services from County staff, citizens, other governmental agencies, businesses, and non-profit organizations.
30. Independent judgment, discretion and due diligence must be consistently exercised in the performance of the job duties and responsibilities. Maintain confidentiality of information as appropriate.
31. Carry out duties independently with little to no supervision.
32. 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

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

COMMUNICATION SKILLS

Ability to 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. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

International Association of Assessing Officers (IAAO) Cadastral Mapping Specialist (CMS) Designation and/or Urban and Regional Information Systems Association (URISA) GIS Professional (GISP) certification.

SOFTWARE SKILLS REQUIRED

Advanced: Database, Other, Programming Languages

Basic: Alphanumeric Data Entry, 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

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

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Network engineering and support, telecom engineering/support and comprehensive management of computer applications/programming and analysis, tech lead, database analyst iii, policy lead, staff, development/implementation and/or program manager.

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

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

ADDITIONAL INFORMATION

EDUCATION AND EXPERIENCE

Bachelor's Degree in Geographic Information Systems, Computer Science, Geography, Surveying, and Engineering or related field, plus (8) years of experience. Three years of experience in the use of ArcGIS Desktop and its related extensions and relational databases. 5 years of management and supervisory experience over multiple member staff preferred. Proficiency with Python and other front end design languages such as HTML, and CSS. One year of project management experience with budget responsibilities must be included in the three years of experience. Broad knowledge of such fields as computer programming, systems, GIS Systems. Spatial analysis, etc. equivalent to four years of college, plus seven years related experience and/or training in programming and technology.

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.

Must be able to organize work so as to work with limited supervision and use own judgment to resolve problems in a timely and proficient manner. Knowledge of computer terminology and a need for accuracy and attention to detail is required. Good communication and problem solving skills as well as analytical ability are necessary. Machine skills include computer, printers, imaging computer systems, fax machine, copier and calculator.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Computer senior software programming, debug problem detection, senior database analyst, Network development, and senior project manager.

SOFTWARE SKILLS REQUIRED

Advanced: Must possess strong computer skills with understanding of Command Line. 3+ years professional experience in GIS application design, development, and implementation. Fluency in ESRI products and technology. Experience with back-end development utilizing technologies including .Net and SQL Server. Understanding of application architecture best-practices and current County GIS Mapping Platform.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
May 2021
 POSITION **GIS Manager**
 JOB CODE: **26**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	11	134	
2	Experience-Minimum time to become familiar with management requirements of the job.	8	315	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6	95	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	6	50
		4B 4		
		4C 4		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	6	90	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7	200	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	2	33	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	6	80	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 6	9	110
		10B 1		
		10C 3		
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	5	49	
13	Machine-Computer Operations	11	345	
14	Working Conditions	2	12	
15	Physical Demand	2	8	
TOTAL VALUE			1658	

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

Sr. GIS Programmer
Analyst

JOB TITLE: GIS Manager

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	11	11	134
2	<u>Experience-Mgmt</u> : Minimum time to become familiar with management requirements of the job.	8	8	315
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6	6	95
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	6	6	50
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	6	6	90
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	7	7	200
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	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	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> :	11	11	345
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	2	8
		1658		1658
	Washington County Salary Grade Level	26		26

Signed: _____

Date: May 17, 2021

ORDINANCE NO. 2021-

APPROPRIATION ORDINANCE

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

**AN ORDINANCE CHANGING THE TITLE AND
GRADE OF JUVENILE CAREWORKER
POSITIONS IN THE JUVENILE DETENTION
CENTER BUDGET FOR 2021.**

WHEREAS, the Washington County Juvenile Detention
Center desires to change the title and grades of the Juvenile Careworker full-time
positions for 2021.

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

ARTICLE 1. The title of the personnel positions of Juvenile
Careworker, Grade 10 (Positions 0444025, 0444029-0444032) in the Juvenile Detention
Center budget of the General Fund (10000444) are hereby changed to Juvenile Detention
Officer, Grade 13 (Positions 0444025, 044029-044032) for 2021.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Lisa Ecke**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

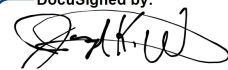
June 7, 2021

Members of the JESAP and Personnel Committees

The Juvenile Detention Center would like to increase the grade level/salary/base pay for the remaining Washington County Juvenile Detention Center's *Juvenile Care Workers* (5 positions) and retitle them to be *Juvenile Detention Officers*. This too will take them from a Grade 10 currently at \$14.09 per hour to a Grade 13 at \$14.11 per hour. This will harmonize all frontline/floor staff positions with the same grade and title at the Juvenile Detention Officer level. Their jobs, duties, and responsibilities will be the same.

- The increase can be internally funded, due to the chronic dearth of positions being unfilled and
- The increase amounts to roughly \$110.00.

Thank you for your consideration.
Respectfully,

DocuSigned by:

34F19462757444F...

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 Juvenile Detention Officer Job Description

Job Code:	13
Exempt:	No
Department:	Juvenile Detention Center-0444
Reports To:	Juvenile Detention Corporal
Location:	Juvenile Detention Center
Date Prepared:	July 06, 2020
Date Revised:	
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Juvenile Detention Officer is responsible for the daily operation of the detention center. Juvenile Detention Officers provide a safe, secure, and caring environment for up to 36 juveniles ages 10-18. They will work a scheduled shift and be on-call as needed to accommodate officer(s) sick calls and facility emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Intake- Obtain paperwork, from the arresting agency or detaining court, to document the legality of the detention. Collect and inventory all personal property, log the inventory into the computer, and place personal property in property room. Complete a thorough search of the resident and have him/her complete a shower. Dress out the resident in detention clothing. Issue the resident personal hygiene supplies and linens. Explain the rules of the center and have the resident sign the rule sheet indicating that they understand the rules. Explain the various procedures of the center such as special requests, grievances, visitation, telephone calls, school, and the daily schedule. Explain the rights of the detainees.
2. Booking- Enter data into the computer using the detention center's intake program. This information includes the detainees' personal information and the names, addresses, and telephone numbers of the juveniles' parents. It also contains information on charges, court dates, name of juvenile's attorney, and name of juvenile's DHS caseworker, bond, special conditions for release, and the names of court officer(s) involved with the juvenile. Notify the juvenile's parents of detention and make arrangements for them to visit the juvenile. Make arrangements for parents to sign consent for medical care form and the consent to counseling form. Complete an intake medical questionnaire. Notify the nurse of any medical issues or medications.
3. Officer(s) Station and Security Control Panel- All officer(s) must be able to use the equipment in the Officer(s) Station. This equipment includes the following: A computer for writing reports and documenting information about the residents; the watch tour system for documenting room checks; handheld two-way radios; the officer(s) log book (notebook with information about releases, restriction, officer(s) schedule, changes, officer(s) arriving and departing, transports, equipment that needs repair or has been repaired, visitation, and resident privileges); resident files; multi-line telephone; voicemail system; inmate telephone and smoke/fire detection control panel. All officer(s) must be able to use the Security Control Software that controls video cameras, two-way audio devices, intercoms, and security doors.
4. Supervision of Residents- Officer(s) use a combination of video surveillance and direct supervision to constantly monitor every juvenile. Direct supervision means that the officer(s) is in the classroom,

residential and activity areas with the juveniles. This type of interaction allows officer(s) to build relationships, assess behavior, set limits, provide consequences, and assist residents who have special needs. The only time when officer(s) does not visually monitor residents is when they are in their sleeping rooms, in the shower, or using their toilets. Officer(s) is required by Arkansas' Juvenile Detention Standards, to physically observe residents who are in their sleeping rooms at least once every fifteen minutes. If a resident is suicidal or agitated then they are required to observe that juvenile every five minutes. Residents in the segregation area are continuously observed via camera and intercom systems in addition to the 15 and/or 5 minute checks. Officer(s) makes sure residents are following the daily schedule. Officer(s) supervise sick call, religious activities, school activities, visitation (both contact and non-contact visits), meetings between resident's caseworkers, court officer(s), and attorneys, free time, outdoor recreation, volunteer activities and facility clean-up. Officer(s) answers the telephone and provide information to court officer(s), caseworkers, attorneys, and parents. Officer(s) completes various logs and resident observations. Officer(s) provides oncoming officer(s) with a complete pass down of any incidents that occurred on their shift, restrictions or consequences imposed on residents, tasks that require completion, appointments that need to be met, resident separations that need to be continued and any unusual or unexpected issues that may occur. Officer(s) makes referrals to the center's mental health officer(s) if they feel that a resident is in danger of harming themselves or others, is overly aggressive, or appears withdrawn from peers or officer(s). Officer(s) makes referrals to the center's nurse if they believe the resident is ill or injured. Officer(s) will physically restrain residents (using methods learned in training) who are out of control, trying to hurt others, trying to hurt themselves, damaging property, or trying to escape.

5. Documentation- Officer(s) are responsible for completing daily reports such as the following: daily observation sheets, resident restriction form, residents training log. Officer(s) are also responsible for maintaining appropriate documentation pertaining to food service (Point of Service-received/refused service, cleaned dining areas) and temperature of cooler and freezer. Other documentation that officer(s) must complete when necessary are incident reports. These reports include reports of violence, behavior issues, injuries, medical and mental health appointments, use of force or restraints, violent offenses against other people, statements of acuity.

6. Court appearances- Officer(s) are responsible for escorting residents to and from their court appearances. Officer(s) must maintain alertness while in the courtroom. At any given moment during a resident's hearing, officer(s) may be called up by the presiding Judge, Prosecuting Attorney, or Defense Attorney to testify/make a statement regarding the Resident's behavior while he/she has been detained in the facility. Due to the sensitive nature of some content mentioned in court, officer(s) must closely monitor all residents' behaviors, demeanors, body languages, facial expressions, etc. Officer(s) must stay focused and pay close attention to what is being said on each resident's case to ensure that he/she is recording all accurate information regarding each resident's case. It is the escorting officer(s)'s responsibility, upon the conclusion of court, to record all court results in the facility log, update the room list, and make sure that any court orders are properly placed in the resident's file.

7. Transportation of residents- Officer(s) are responsible for transporting and supervising residents when a resident is outside the secure area of the center. Hard restraints (handcuffs, wrist chains, belly chains, and leg irons) are used during transports. Residents are transported for medical, dental, counseling appointments, and to attend funerals. Officer(s) pick-up or deliver juveniles to both treatment and placement facilities. Officer(s) makes frequent telephone calls to arrange and confirm appointments. Officer(s) ensures proper shift coverage when transports are scheduled.

8. Maintenance of Residents and Facility- Officer(s) collect and exchange linens and uniforms on scheduled days. Officer(s) wash, dry, fold, and store laundry. They prepare and deliver three meals and one snack each day. They are responsible for cleaning control, the pods and dead spaces, hallways, the kitchen area, laundry room, visitation, intake area, officer(s) toilets, resident shower

areas, and all other areas of the facility. Officer(s) remove all trash from the facility, clean, organize, separate and set out all recyclables. Officer(s) will notify the Executive and/or Administrative Assistant of items that need to be replenished. They accept deliveries of food and supplies, reconcile the deliveries against invoices, and rotate food into the appropriate locations. They report damaged equipment or property to administration. They escort and assist technicians and maintenance personnel when they are in the facility. Officer(s) search all areas of the residential, recreational, and program areas of the facility for contraband and damaged equipment or property during each shift.

9. Drug screening- The officer(s) collecting the urine sample is responsible for ensuring the source of the sample is reliable by maintaining a constant visual of the resident while he/she is providing a urine sample. Officer(s) is responsible for making sure the sample itself is valid by making sure it is body temperature. Officer(s) must make sure the sample is not cross-contaminated with any other sample(s) or foreign materials.

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 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

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

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

Supervises a 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 \$5,000 to \$150,000.

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

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

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, sit, reach with hands and arms, 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; color vision; peripheral vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Qualifications/Requirements

Applicants must be at a minimum 21 years of age (proof must be provided). To perform the 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. Must have a current and valid driver's license. Must have and provide proof of current automobile insurance.

Background, Skills, and Abilities

Applicants selected for hire will have to successfully complete a drug screen, a physical exam, criminal background check, Child Abuse Registry check, and a psychological evaluation. They should have good assessment and decision making skills, as well as, strong communication skills. They should have knowledge of modern office practices, procedures, and equipment. They must possess the ability to establish good rapport with individuals often under difficult circumstances. They must be able to analyze problems and determine the best method of resolution. They should be self-confident and have the ability to work in a very stressful environment. They should possess some skills in Microsoft Word and Excel. They must be a team player.

Education and/or Experience

The minimum acceptable level of education is a high school diploma or GED (proof must be provided). Two or more years of college education are desirable. Additionally, one or more years working with adolescents in shelter care, at a teen center, residential facility as a volunteer or employee is desirable.

Training

Before a new officer(s) is allowed to function as a juvenile detention officer they must complete six weeks of orientation about the operation of the center. The orientation includes but not limited to: A review of policy and procedure; work expectations with regard to the various shifts; the intake release process; report writing; transport of residents; use of soft and hard restraints; food service; emergency procedures; facility maintenance; equipment operation in addition to:

- Discussion of the purpose, goals, policies and procedures of the institution and parent agency.
- Working conditions and regulations.
- Responsibilities and rights of employees.
- An overview of the juvenile justice and correctional field.
- The following additional areas are specific requirements for staff who supervise juveniles:
 - Security procedures.
 - Supervision of juveniles.
 - Use of force regulation.
 - Report writing.
 - Juvenile rules and regulations.
 - Rights and responsibilities of juveniles.
 - Fire and emergency procedures.
 - Key control.

- Interpersonal relations.
- Social/cultural lifestyles of the juvenile population.
- Child growth and development.
- Communication skills.
- First aid/CPR
- Crisis Resolution
- 12
- Mandated Child Abuse Reporting Procedures
- Suicide Prevention
- Defensive Tactics and De-Escalation Training
- ADD/ADHD Training

Within six months of hire, new employees will have completed 120 hours of training. They will complete an additional 40 hours of training each year thereafter.

Physical Demands

While performing the physical duties of this job the employee is regularly required to talk or hear, handle or feel objects. The employee must occasionally lift (50-100 pounds) walk, stand, sit, climb, stoop, kneel, crouch, or crawl with hands or knees. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust or 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.

While performing the duties of the job, the employee will occasionally encounter violent residents that must be physically restrained. The employee will have to defend themselves from attack on occasion. The employee will occasionally be in contact with persons who may have communicable diseases such as HIV, TB, Hepatitis c and B, as well as others. The employee may be subjected to verbal abuse, threats, or harassment from residents.

The noise level will range from moderate to high.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
July 2020
 POSITION **Juvenile Detention Officer**
 JOB CODE: **13**

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.	1	33
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	4
		4B 2	
		4C 2	
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.	1	10
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	6
		10B 2	
		10C 1	
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57
12	Contacts with Employees: Responsibility for effective handling of others.	3	28
13	Machine-Computer Operations	4	38
14	Working Conditions	4	26
15	Physical Demand	3	13
TOTAL VALUE			579

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Juvenile Detention Officer

Juvenile
Careworker

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	4	5	54
2	<u>Experience:</u> Minimum time to become familiar with management requirements of the job.	0	1	33
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.	4	4	49
6	<u>Analytical Ability/Problem Solving:</u> Opportunity to apply analytical ability and self-starting thinking.	4	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.	4	4	32
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.	6	6	51
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>	3	4	38
14	<u>Working Conditions:</u>	4	4	26
15	<u>Physical Demand:</u>	3	3	13
		497		579
	Washington County Salary Grade Level	10		13

Signed: _____

Date: July 6, 2020

ORDINANCE NO. 2021-

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 ASSISTANT PARTS MANAGER TO HEAVY EQUIPMENT OPERATOR IN THE COUNTY ROADS BUDGET FOR 2021.

WHEREAS, the Washington County Road Department desires to change the title of one full-time position for 2021; and,

WHEREAS, the Road Department is no longer in need of Assistant Parts Manager position because of Parts Manager's utilization of the computer inventory system; and,

WHEREAS, the position of Heavy Equipment Operator will better serve the Road Department.

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

ARTICLE 1. The title of the personnel position of Assistant Parts Manager, Grade 11 (Position 0200246) in the County Roads budget of the Road Fund (20000200) is hereby changed to Heavy Equipment Operator, Grade 11 (Position 0200246) for 2021.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: JP Lisa Ecke

Joseph K. Wood
COUNTY JUDGE



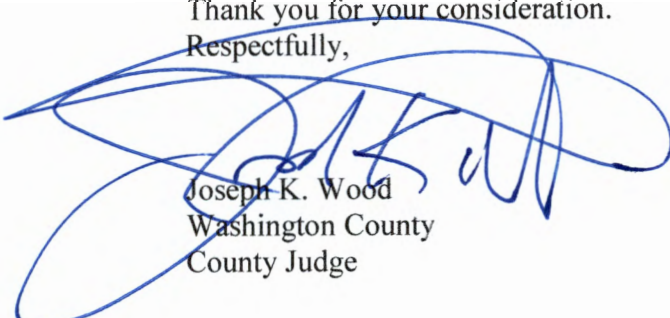
WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

June 7, 2021

Members of the JESAP and Personnel Committees

The Washington County Road Department no longer utilizes the Position number 200246, Asst. Parts Manager, due to the efficiency of our inventory logging system and Parts Manager. This position will better serve the Road Department and the citizens of Washington County as a "HEO" Heavy Equipment Operator position.

Thank you for your consideration.
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: Heavy Equipment Operator

Exempt (Y/N): No

DEPARTMENT: Road Department

DATE PREPARED: October 2011

SUPERVISOR: Road Superintendent

SUMMARY:

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily operates heavy equipment in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the installation and maintenance of 911 emergency signs, safety signs, and road department signs. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications and dispatch, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment. The incumbent is responsible for machinery valued at \$3500 up to \$250,000- and sign material/inventory valued at \$100,000.

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

1. Drive a distribution truck for asphalt paving, spread asphalt and set up base gravel.
2. Dozer operation to build roads, cut ditches, clear right-of-way, stockpile gravel, and dig ponds.
3. Loader operation for loading trucks and stocking gravel at the crusher.
4. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer.
5. Scraper operation to move dirt and clean up roads.
6. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
7. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads.
8. Moving truck operation for the transport of heavy equipment.
9. Grader operation to grade county roads or plow snow or ice.
10. Repair truck flats on large trucks to allow them to proceed to field operations promptly and efficiently.

11. Operate forklifts and backhoe loaders.
12. Make, install and maintain road number or name signs, advisory, warning, information signs, and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
13. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
14. Ensure that all signposts are properly installed and placed to minimize upkeep and safety concerns, while obtaining highest visibility.
15. Document and update sign installation information for computer entry and accurate record keeping.
16. Maintain accurate and up-to-date inventory of parts, fuel, hoses, and other supplies that are stocked as basic requirements.
17. Obtain parts and supplies in the most accurate and cost effective manner.
18. Perform physical maintenance of the shop building to include basic carpentry, electrical wiring, plumbing and other repairs, as needed. Ensure that the shop is maintained in a safe and productive condition.
19. Perform non-technical mechanical repairs such as brakes, front-end, springs, spark plugs, hydraulic systems, and other non-skilled mechanical tasks. Ensure that mechanical repair requests are prioritized according to the number of workers being hindered.
20. Assist with record keeping on parts and equipment.
21. Make safety inspections and maintain fire extinguisher.
22. Ensure that telephone and radio messages are recorded accurately and that the information is acted upon timely and correctly.
23. Make repair-scheduling decisions in the absence of the Shop Foreman.
24. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
25. Perform shoveling operations during new road construction or for preparation of the area for concrete forms.
26. Operate a pavement breaker to cut off a bridge deck.
27. Repair all flat tires on county owned trucks, graders, and equipment.

28. Make road service calls. Ensure proper repair and be able to use boom truck, if necessary.
29. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
30. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
31. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
32. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
33. Regular attendance is mandatory for this position.
34. Perform other duties as assigned.

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:

Minimum of high school diploma or general education degree (GED); must possess knowledge of heavy equipment operations on numerous pieces of machinery and should have 2 years previous experience operating various heavy equipment.

OTHER SKILLS and ABILITIES:

The incumbent must be able to operate trucks, loaders, rollers, etc. in order to fulfill the requirements for this position. The incumbent may be responsible for an assigned pickup truck. The incumbent must possess a CDL license with some positions requiring hazardous certification. Also, must be able to perform routine maintenance on the assigned equipment. The incumbent is required to use a calculator, two-way radio and occasionally a computer. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors. The incumbent must also possess basic knowledge of carpentry, electrical, wiring, plumbing, and other repair work.

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 use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime

concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

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

WORK ENVIRONMENT:

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

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

Item 21-O-063

ORDINANCE NO. 2021-

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 CIRCUIT CLERK I TO DEPUTY CIRCUIT CLERK I /ADMINISTRATIVE ASSISTANT IN THE CIRCUIT CLERK BUDGET FOR 2021.

WHEREAS, the Washington County Circuit Clerk desires to change the title and grade of one full-time position for 2021.

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

ARTICLE 1. The title of the personnel position of Deputy Circuit Clerk I, Grade 10 (Position 0102010) in the Circuit Clerk budget of the General Fund (10000102) is hereby changed to Deputy Circuit Clerk I /Administrative Assistant, Grade 11 (Position 0102010) for 2021.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Lisa Ecke**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:



WASHINGTON COUNTY CIRCUIT CLERK'S OFFICE
WASHINGTON COUNTY COURTHOUSE
280 NORTH COLLEGE AVE SUITE 302
FAYETTEVILLE, ARKANSAS 72701
PHONE (479) 444-1538
FAX (479) 4441537

Kyle Sylvester
Circuit Clerk

May 28, 2021

Re: Request for position change

This is a formal request to have position # 0102010 changed from Deputy Circuit Clerk I to Deputy Circuit Clerk I / Administrative Assistant. This replacement will also change the salary range from a grade 10 to a grade 11 due to added responsibilities as outlined in the new job description.

This position change does not add any additional open slots to the budget of the Circuit Clerk's Office.

Thank you for your consideration in this matter.

Sincerely,

Kathy Giddens
for Kyle E. Sylvester

Circuit Clerk

Washington County

Deputy Circuit Clerk I (Administrative Assistant)

Job Description

Job Code: 11
Exempt: No
Department: Circuit Clerk
Reports To: Circuit Clerk
Location: Circuit Clerk Office
Date Prepared: May 17, 2021
Date Revised:
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Under the direction of the Circuit Clerk, the Deputy Circuit Clerk I (Administrative Assistant) performs administrative and secretarial duties for the Circuit Clerk and others designated by the Circuit Clerk. This position works closely with the Circuit Clerk and coordinates with other county personnel, in addition with state, federal, municipal agencies, other counties, as well as vendors and the general public. This position has considerable contact with the courts, attorneys, the public and other county offices and officials. This position will be the first point of contact via phone for the Circuit Clerk's Office. This position ensures that all purchasing requirements are met and that all budgetary items are properly recorded. They must also exhibit good public relations skills. The incumbent will also be responsible for bi-weekly submission of time sheets for the office personnel. This position must know rules, laws, policies and procedures of the Circuit Court and State of Arkansas that govern this position. The incumbent will directly and indirectly work with approximately 20,000 citizens annually. This position will also be responsible for but not limited to \$150,000.00 and the disbursement of these funds to various vendors. This position is subject to audit annually, by the State Legislative Audit. The incumbent would work closely with the Circuit Clerk, reporting and keeping the Circuit Clerk informed of all phone, email, and in person traffic related to the services of the Clerk's Office. The incumbent must represent the Circuit Clerk in a favorable government image at all times. The incumbent will also be responsible for serving in other areas of the Circuit Clerk's Office as directed and needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform secretarial/administrative duties for the Circuit Clerk and others designated by the Circuit Clerk; including but not limited to; typing, answering and disseminating of telephone calls, personal visits, answering/distributing of correspondence. Must maintain confidentiality for sensitive information as directed by the Circuit Clerk or by County policies. Successfully completes administrative projects that can affect the Circuit Clerk's reputation and professional relationships, with a proactive, hands on approach, to include drafting letters, exercising diplomacy and good communications skills in receiving visitors and incoming calls. Responsible for taking care of key reputational tasks on behalf of the Circuit Clerk.
2. Composes important and confidential correspondence and documents requiring a broad knowledge of department operations, policies, procedures, and regulations. Manages information flow. Brings to the Circuit Clerk's attention matters for which they need to be informed and require immediate attention.
3. Exercise sound judgement and discretion in handling confidential or sensitive information as directed by the Circuit Clerk or Chief Deputy Clerk.

4. Heavy calendar management: set appointments, prioritize and juggle appointments in the moment. Must be able to independently identify and resolve issues with the Circuit Clerk's calendar and schedule.
5. Calculates, prepares, and submits bi-weekly time sheets for the office personnel.
6. Conduct liaison activities in a professional manner to ensure a positive image of the Circuit Clerk's Office and maximum cooperation between and among the County, the public, and other agencies. Use of discretion when deciding how and when to share information.
7. Assists with incoming mail and determine which requires the attention of the Circuit Clerk. Handle mail requiring personal calls or correspondence or interaction with elected officials, key community leaders and other influential persons that have business with the Circuit Clerk.
8. Perform data entry for (8) courts.
9. Provide assistance to the public in filing of lawsuits, answering questions, etc. either on the telephone or in person.
10. Provide assistance to attorneys, to include filing new lawsuits, filing of re-opens, issue summons, various types of writs, warrants, subpoenas, petitions to seal, and file pleadings as they are received and make certified copies.
11. Prepare Certifications of Authentication for out of State courts as well as issue and prepare out of State subpoenas.
12. File for all courts to include separating court work, docketing pleadings and indexing by year and case number, preparing summons on request, and process all incoming mail including any and all transfers and inmate filings.
13. Open and set up new criminal, civil, and domestic relations file folders and instruments, file-stamp mark each instrument and abstract the information for docket sheets, assign petitions and orders, index new cases and pleadings and enter the data on the record. Certifying all criminal records. Receive funds for process and report at end of day for deposit.
14. Keep pleadings in numerical order and court order for the purpose of filing in correct court files.
15. Proof read all computer entries ensuring accurate entry. Make corrections as necessary.
16. Filing pleadings into case files for 8 divisions of case files. Insure that all juvenile records are maintained in a "confidential" manner and information relating to a juvenile is not released except to authorized persons.
17. File process server packets, send to judge for signature, docket and scan, and certify on return from judge.
18. File, sign, and seal Appeal transcripts for court reporter to be sent to Supreme Court. Index and check out appeals to individuals. Maintain and destroy at proper times.
19. Train new employees for work specified duties.
20. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to 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 AND PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

Basic: Alphanumeric Data Entry, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, 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.

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

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to stand, walk, climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); two (2) years previous office type experience; and general knowledge of legal and real estate terminology. Must have knowledge of computer system.

OTHER SKILLS and ABILITIES:

- Excellent communication and public speaking skills.
- Problem solving and analytical ability.
- Good computer and bookkeeping knowledge.
- Ability to make independent decisions in accordance with state and federal laws.
- Ability to prioritize and organize work in order to meet numerous deadlines.
- Ability to maintain public relations in an effective, tactful and courteous manner.
- Ability to provide information correctly and concisely, both orally and in writing.
- Must maintain confidentiality at all times.

WORKING RELATIONSHIPS:

Requires contact within the office and with the Circuit Judges and their staff, Prosecuting and private Attorneys, County Sheriff's staff, vendors, jurors, and the general public. Requires contact with other County Offices, Arkansas Judicial Department, and the local media. Must have an excellent working relationship with the Circuit Clerk as this position is a direct reflection of the Clerk.

This is an office of public records with high accessibility and use by general public. Typical day could involve a large amount of telephone calls and visitors to the work area.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
May 2021

POSITION **Deputy Circuit Clerk I (Administrative Assistant)**
JOB CODE: **11**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	5	54	
2	Experience-Minimum time to become familiar with management requirements of the job.	0		
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 3	4	29
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	46	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0		
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	7	70
		10B 2		
		10C 2		
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	4	38	
14	Working Conditions	2	12	
15	Physical Demand	3	13	
TOTAL VALUE			537	

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Deputy Circuit Clerk I (Administrative Assistant)		Deputy Circuit Clerk I		
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-Mgmt</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.	3	3	32
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.	4	4	49
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.	3	4	32
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.	6	6	70
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.	3	4	38
13	<u>Machine Operations</u> :	4	4	38
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	3	13
		495		537
	<u>Washington County Salary Grade Level</u>	10		11

Signed: _____

Date: May 17, 2021

ORDINANCE NO. 2016-68

2016 OCT 20 PM 12: 00
BECKY LEWALLEN
CO. & PROBATE CLERK
WASHINGTON CO. AR

FILED

APPROPRIATION ORDINANCE:

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

**AN ORDINANCE TO SET THE SALARIES OF
ELECTED OFFICIALS OF THE COUNTY'S
EXECUTIVE BRANCH BASED ON YEARS OF
ELECTED SERVICE.**

WHEREAS, pursuant to Ark. Code Ann. § 14-14-1204, the Quorum Court is to fix by ordinance the annual salaries of the County Judge, Sheriff, Collector, Circuit Clerk, County Clerk, Assessor, Treasurer, and Coroner within the minimums and maximums set by the General Assembly; and,

WHEREAS, the Quorum Court has generally set the salaries of these elected officials using a percentage of the maximum salary range without regard to years of elected service; and,

WHEREAS, the Quorum Court desires to set the salaries of these elected officials in a manner that rewards the officials for their length of elected service and also provides certainty for those salaries from year to year.

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

ARTICLE 1: Beginning with budget year 2017, the annual salaries for the County Judge, Sheriff, Collector, Circuit Clerk, County Clerk, Assessor, Treasurer, and Coroner shall be set as follows:

- 1st two-year term – 80% of maximum set by Ark. Code Ann. § 14-14-1204
- 2nd two-year term – 85% of maximum set by Ark. Code Ann. § 14-14-1204
- 3rd two-year term – 90% of maximum set by Ark. Code Ann. § 14-14-1204
- 4th two-year term – 95% of maximum set by Ark. Code Ann. § 14-14-1204
- 5th two-year term and beyond – 100% of maximum set by Ark. Code Ann. § 14-14-1204



MARILYN EDWARDS, County Judge

10/20/16

DATE



BECKY LEWALLEN, County Clerk

Sponsor: Eva Madison
Date of Passage: October 18, 2016
Votes For: 10 Votes Against: 0
Abstention: 1 Absent: 3