



**WASHINGTON COUNTY, ARKANSAS**  
**County Courthouse**

**MEETING OF THE**  
**WASHINGTON COUNTY QUORUM COURT**  
**PERSONNEL COMMITTEE**

Monday February 7, 2022  
6:00 P.M.

Washington County Quorum Court Room

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Robert Dennis  
Willie Leming  
Shannon Marti

Lisa Ecke - Chair

Butch Pond – Vice-Chair  
Evelyn Rios Stafford  
Shawndra Washington

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**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. **AN ORDINANCE APPROPRIATING \$61,784.63 FROM THE UNAPPROPRIATED RESERVES OF THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE CIRCUIT COURT IV BUDGET (1000404) FOR 2022** Item 22-O-016 (5.1-5.9)

6. **AN ORDINANCE APPROPRIATING \$11,874.72 FROM THE UNAPPROPRIATED RESERVES OF THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE TAX COLLECTOR BUDGET (1000104) FOR 2022** Item 22-O-017 (6.1-6.3)

7. **AN ORDINANCE APPROPRIATING \$77,039.10 FROM THE RECORDER'S COST FUND TO VARIOUS LINE ITEMS IN THE CIRCUIT CLERK'S RECORDER'S COSTS BUDGET (30060128) FOR 2022** Item 22-O-018 (7.1-7.5)

8. **AN ORDINANCE APPROPRIATING \$48,617.83 FROM THE COUNTY LIBRARY FUND TO VARIOUS LINE ITEMS IN THE COUNTY LIBRARY BUDGET (30080600) FOR 2022** Item 22-O-019 (8.1-8.5)

9. **AN ORDINANCE APPROPRIATING \$19,503.29 FROM THE UNAPPROPRIATED RESERVES OF THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE BUILDINGS & GROUNDS MAINTENANCE BUDGET (10000108) FOR 2022**  
Item 22-O-020 (9.1-9.3)
10. **AN ORDINANCE CHANGING THE GRADE OF THE GIS MAPPING SPECIALIST POSITION IN THE IT BUDGET; AND APPROPRIATING \$57,544.06 FROM VARIOUS FUNDS TO VARIOUS BUDGETS FOR 2022** Item 22-O-021 (10.1-10.3)
11. **AN ORDINANCE CHANGING THE GRADES VARIOUS POSITIONS IN THE CIRCUIT COURT VIII BUDGET; AND APPROPRIATING \$119,445.43 TO VARIOUS LINE ITEMS IN THE CIRCUIT COURT VIII BUDGET FOR 2022**  
Item 22-O-022 (11.1-11.15)
12. **PUBLIC COMMENT**  
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
13. **ADJOURNMENT**



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JOSEPH K. WOOD, County Judge

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DATE

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BECKY LEWALLEN, County Clerk

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

Committee History:  
Quorum Court History:

**University of Arkansas for Medical Sciences PACT Grant SAMHSA  
WMCATDC Subcontract Budget Justification**

**PERSONNEL**

Case Manager (0.5 FTE or 6.00 calendar months) \$22,766

The Case Manager will provide trauma informed family focused case management services to participants of drug court and link participants' children to trauma services when appropriate.

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**Total Salary \$45,531**

Washington County's Fringe Rates are as Follows:

| <b>Fringe</b> | <b>Rate</b> |
|---------------|-------------|
| FICA          | 7.65%       |
| Retirement    | 15.32%      |
| Total         | 22.97%      |

Health Insurance  
\$2,796  
215.08 \* 13  
pay periods

**Total Fringe.....\$16,051**

**TOTAL PERSONNEL including Fringe.....\$61,581**

**TRAVEL**

Local Mileage

The Case Managers may make incidental trips within Washington and Madison counties to meet with UAMS staff and clients when off-site assistance is needed. Estimate 57 miles weekly 50 weeks per year. Mileage will be charged @ \$0.42 per mile. (\$1,200)

**TOTAL TRAVEL \$1,200**

**TOTAL DIRECT COSTS \$62,781**

**TOTAL CONTRACT \$62,781**

**The parenting role of both women and men with substance use disorders is a complex matter that cannot be separated from their treatment.** Effective treatment programs integrate parenting practices into their treatment models. Attachment based treatment practices for parents and their children have been shown to produce positive outcomes for women and their children, both within a residential program and in outpatient programs.<sup>1,2,3</sup>

After participating in attachment-based parenting interventions in a residential treatment setting, mothers were found to have significant improvements in maternal sensitivity, reflective functioning, and parent-child bonding.<sup>4</sup>

**Addressing the needs of both parents and children (individually and as a family unit) contributes to successful family outcomes.** Family-focused treatment has been found to produce improvements in treatment retention, parenting attitudes, and psychosocial functioning.<sup>5</sup>

**Parents do better in treatment when their children remain with them.** In a cross-site evaluation of residential treatment programs for substance-using pregnant and parenting women, it was found that postpartum women who had their infants living with them in treatment had the highest treatment completion rates and overall longer stays in treatment, when compared with women whose children did not live with them.<sup>6</sup>

**Two-generation interventions for parents and children affected by substance use disorders also save money.** The Strengthening Families Program (SFP) demonstrated that, with an average out-of-home care rate of \$86 per child per day in the Midwest state in which it was implemented, SFP saves approximately \$16,340 per participating child in out-of-home care costs.<sup>23</sup> From a cost-benefit perspective, every dollar invested in SFP yields an average savings of \$9.83 in this state.<sup>7</sup>

**Transitioning to a Family Centered Approach:  
Best Practices and Lessons Learned from Three Adult Drug Courts (2017)**

Children and Family Futures.  
National Drug Court Institute.

**References:**

- 1 McComish, J. F., Greenberg, R., Ager, J., Essenmacher, L., Orgain, L. S., & Bacik, W. J. (2003). Family-focused substance abuse treatment: A program evaluation. *Journal of Psychoactive Drugs*, 35(3), 321–331.
- 2 Suchman, N. E., DeCoste, C., Castiglioni, N., McMahon, T. J., Rounsaville, B., & Mayes, L. (2010). The Mothers and Toddlers Program, an attachment-based parenting intervention for substance using women: Post-treatment results from a randomized clinical pilot. *Attachment and Human Development*, 12(5), 83–504. doi: 10.1080/14616734.2010.501983
- 3 Wong, J. (2009). Understanding and utilizing parallel processes of social interaction for attachment-based parenting interventions. *Clinical Social Work Journal*, 37(2), 163–174.
- 4 Wong, J. (2009). Understanding and utilizing parallel processes of social interaction for attachment-based parenting interventions. *Clinical Social Work Journal*, 37(2), 163–174.
- 5 McComish, J. F., Greenberg, R., Ager, J., Essenmacher, L., Orgain, L. S., & Bacik, W. J. (2003). Family-focused substance abuse treatment: A program evaluation. *Journal of Psychoactive Drugs*, 35(3), 321–331.
- 6 Clark, H. W. (2001). Residential substance abuse treatment for pregnant and postpartum women and their children: Treatment and policy implications. *Child Welfare*, 80(2), 179–198.
- 7 Johnson-Motoyama, M., Brook, J., Yan, Y., & McDonald, T. P. (2013). Cost analysis of the Strengthening Families Program in reducing time to family reunification among substance-affected families. *Children and Youth Services Review*, 35(2), 244–252. doi: 10.1016/j.childyouth.2012.11.008

*These examples highlight the importance to ADCs of incorporating a more comprehensive and collaborative family approach into their programs. More research is needed on ADCs that are serving families and children to capture their process and outcomes with this population. The ADCs in this case study are among the few that are taking a family-centered approach and building partnerships with family drug courts, community partners, other service providers, and systems to better serve families and children.*

Scope of Work for 2020-2025  
 Washington/Madison Adult Treatment Drug Court and  
 University of Arkansas for Medical Sciences  
 January 1, 2021 – September 30, 2026

The University of Arkansas for Medical Sciences (UAMS) has received a 5 year federal grant from SAMHSA called “Parents and Children Together” (PACT). PACT is an initiative to fill a trauma-specific services gap for children and adolescents age 3-17 who have experienced trauma. PACT will expand and enhance services for clients through trauma care management and connection to clinical and community resources. This collaborative effort between the University of Arkansas for Medical Sciences (UAMS) Research and Evaluation Division (RED) of Family and Preventive Medicine (DPFM), UAMS’ Arkansas Building Effective Services for Trauma (ARBEST), Ozark Guidance, Inc. Washington County Drug Court, and other community agencies will link children to evidence-based treatments to treat past trauma and prevent future trauma.

The target population is children of parents who have a substance use disorder (SUD), or co-occurring SUD/mental illness (COD), have experienced trauma, and who are at high risk for trauma continued inter-generational trauma. PACT will enroll participants in Washington and Madison Counties in Northwest Arkansas (NWA) participating in Drug Court.

Goals of the project are to: 1) Increase access and engagement of services among the target population; 2) Improve system capacity and infrastructure to provide effective, evidence based, culturally appropriate trauma services; and 3) Improve child/family outcomes in NWA and reduce health disparities among historically disadvantaged populations. UAMS will facilitate infrastructure development to expand and enhance access to a comprehensive and trauma-informed continuum of care and connection to resources for our population of focus. By utilizing evidence-based practices and strategies like Trauma Focused Cognitive Behavioral Therapy (CF-CBT), CPP, CPIT, quality childcare, home visiting programs, social-emotional learning and parenting education, PACT will enhance and continuously improve the delivery of evidence-based and culturally appropriate services that are effective in preventing childhood trauma and treating existing trauma symptoms.

The PACT project will provide for an imminent need in filling a gap in trauma treatment and trauma informed system service delivery for a vulnerable population at risk intergenerational trauma that has been even greater exasperated by the COVID-19 epidemic.

To address the service needs of PACT clients, three key activities for WCDC Case Managers are:

- 1) Attend Training in Evidence Based Practices
- 2) Work with the appointed Trauma Care Specialist for Case Management Support
- 3) Provide Case Management services to Drug Court Participants and their families

A sub-award contract will be executed between UAMS and Washington County outlining terms and conditions.



### Calculating employee position total cost for budgeting

as of 01.31.2022

#### PCN TBD - Case Manager(s)

| Inclusive items   | How to calculate                                  | Example   |
|-------------------|---|-----------|
| FT Salary         | Rate x 2080 (80 x 26 pay periods)                 | 45,531.00 |
| FICA              | Salary x 7.65%                                    | 3,483.12  |
| APERS             | Salary x 15.32%                                   | 6,975.35  |
| Health benefit    | \$5,592.00 as of 2022 (\$466/mo x12)              | 5,592.00  |
| Life Ins. Benefit | \$132.00 as of 2022 (\$11/mo x 12)                | 132.00    |
| Workers Comp      | Clerical .0011 x salary x .87 modifier as of 2022 | 71.16     |
|                   |   | 61,784.63 |

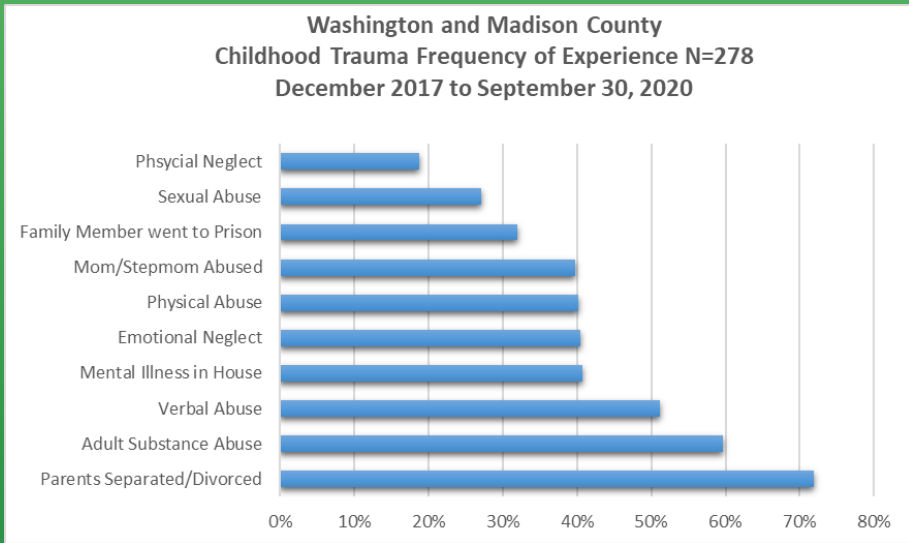
\*Total to cover 50/50 salary value for 2 Case manag

Ordinance Prep

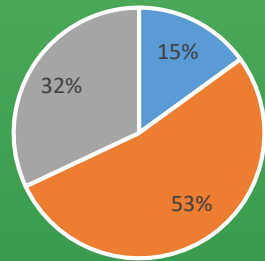
#### Circuit Court IV

|                                  |               |           |                                |
|----------------------------------|---------------|-----------|--------------------------------|
| Full Time Salaries               | 10000404.1001 | 45,531.00 |                                |
| Social Security Matching         | 10000404.1006 | 3,483.12  |                                |
| Employer Retirement Contribution | 10000404.1008 | 6,975.35  |                                |
| Health Insurance Matching        | 10000404.1009 | 5,592.00  |                                |
| Workers Compensation             | 10000404.1010 | 71.16     |                                |
| Life Insurance Matching          | 10000404.1016 | 132.00    |                                |
|                                  |               | 61,784.63 | <b>Ordinance Overall Total</b> |

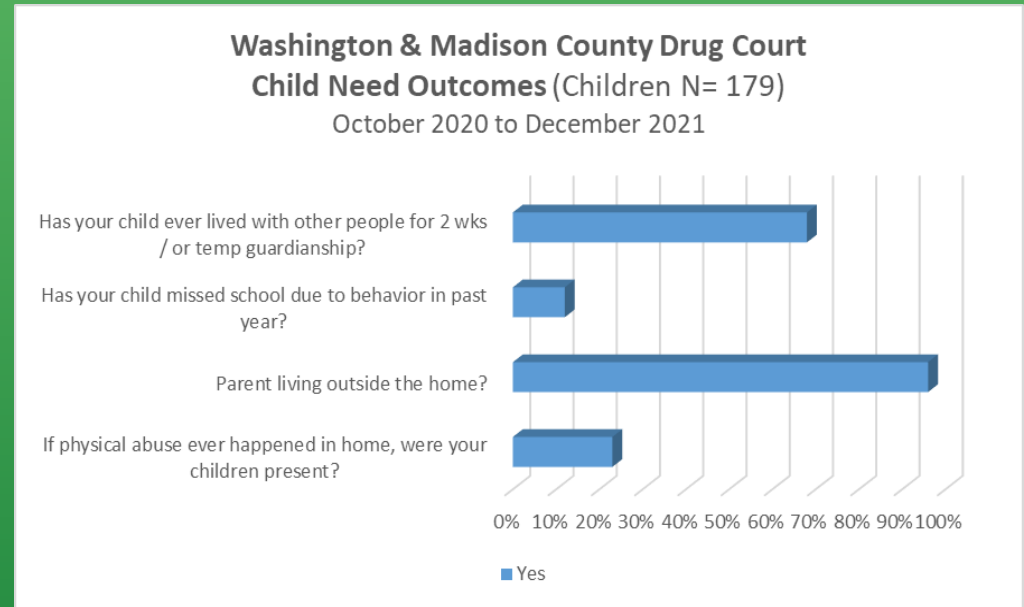
# Washington & Madison County Drug Court Need for a Family-Centered Approach



Age of Children, N=179



■ Ages 0-3 ■ Ages 4-10 ■ Ages 11-18 ■



- **80% of clients report experiencing trauma in their lifetime.**
- **6% of clients report experiencing physical abuse in the past 30 days**
- **69.4% of clients have children**
- **63 children are currently in custody of the client**

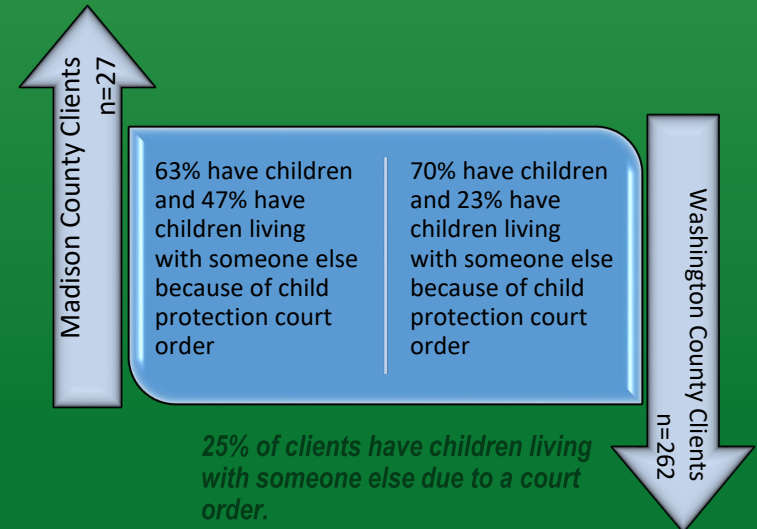
Food Insecurity

**46%**



*Almost half of all clients have experienced food insecurity in the past year*

*\*\*highlighting the needs of the children of these clients*



Subaward Notification for grant award 1H79SM084847  
January 1, 2021 – September 29, 2025

Agreement between  
Washington County, Arkansas  
and  
The Board of Trustees of the University of Arkansas  
for Medical Services and on behalf of the University of Arkansas  
for Medical Sciences (“UAMS”)

**WHEREAS**, a grant has been awarded to UAMS by the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration under Grant Number: 1H79SM084847; and

**WHEREAS**, the grant has the potential lifespan of 5 years and the Provider shall be the Washington County Drug Court; and

**WHEREAS**, the Provider understands that the grant submittal and award is to provide family focused trauma care management services as a part of said grant.

**NOW, THEREFORE IT IS AGREED:**

- I. The Provider hereby agrees to provide family focused case management and assessment services consistent with the grant award. The Provider further agrees to participate in training provided by UAMS grant project staff outlined in the grant application. The Provider is expected to perform the following Washington County Drug Court case manager services:
  - a. Attend training in evidence based practices provided by UAMS staff;
  - b. Work with the appointed Trauma Care Specialist for Case Management Support; and
  - c. Provide family focused case management services to Drug Court participants and their families.
- II. The costs associated with the services outlined in this agreement will be \$62,781.00 per year.
- III. Terms within the grant application, all proposals, and all commitments (“project documents”) for this project are expressly incorporated into this agreement.
- IV. The Provider shall remit monthly invoices in a manner agreeable to both the Provider and UAMS.
- V. The Provider shall not be responsible for any funding, for any position, outside of the grant award other than funding appropriated by the Washington County

Quorum Court. The funding for the case management activities outlined in the relevant project documents shall cease upon expiration of the grant term on September 29, 2025. The Washington County Quorum Court may, in its sole discretion, utilize the grant funds described herein to support two positions rather than one full-time position.

- VI. This Agreement may be terminated by either party with ninety day (90) written notice.

\_\_\_\_\_  
Isis Martel, Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
UAMS, ORSP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Washington County, Arkansas

\_\_\_\_\_  
Date

**A: National Child Traumatic Stress Initiative (NCTSI) Statement of Need**

**A1. Population.** The target population for this project is children and adolescents under the age of 18 that have experienced significant trauma; specifically children whose parents have a substance use disorder (SUD), or co-occurring SUD/mental illness (COD), and are at risk of abandonment or out of home placement because of these maternal/paternal risk factors. There is a strong need for comprehensive, coordinated and trauma-informed services in Arkansas for families of children impacted by addiction. As we will highlight, this population has complex and multi-faceted treatment needs. The geographic catchment area where services will be delivered includes Northwest Arkansas with a focus on Benton, Washington and Madison Counties. We expect to serve a total of **335 children** and families in Northwest Arkansas with this funding.

**A2. Extent of the Problem, Service Gaps, and Need Related to Trauma.**

Arkansas has a disproportionate rate of children experiencing trauma when compared to the national average. According to the 2016-2017 National Survey of Children's Health, about 45% of US children report experiencing childhood trauma (such as physical or emotional abuse or neglect, living with someone with a drug, alcohol or serious mental health condition, exposure to violence or death of a parent) versus 55% of AR children. This survey also found that 10% of US children have experienced multiple traumatic experiences which places them at especially high risk of adverse health and negative social outcomes compared to 14% of children in Arkansas. Located in the northwest corner of AR, this part of the state has been growing at an astounding rate of 28.5 people a day. According to the US Census (2018) the population of Washington, Benton and Madison County combined is 526,050. Growth in the overall population includes growth in children and adolescents with trauma-specific needs. Additionally, the effects of COVID-19 on already at-risk children has created an even larger gap in much needed trauma specific services in the area (Patrick, Henkhaus, Zickafoose, 2020). Based on combined 2009 to 2014 NSDUH data, an annual average of 8.7 million (12.3%) children aged 17 or younger live in households in the United States with at least one parent who had an SUD. Children whose parents have a SUD or COD are at very high risk for experiencing traumatic events and is a predictor of problems including the increased presence of crime, conflict, and violence that may be particularly detrimental to a child's social and emotional development. Exposure to conflict, violence and drug activity can be particularly harmful to children, and such experiences are common among children whose parents use drugs (Conners-Burrow NA, Johnson B, Whiteside-Mansell L, 2009). In a UAMS study of Arkansas school-age children entering treatment with their mothers, 67% reported they had witnessed grown-ups in their home hit each other, 80% had seen someone arrested, and 54% reported witnessing drug deals (McKelvey LM, Whiteside-Mansell L, Bradley RH, Casey PH, Conners-Burrow N, Barrett KW, 2011). Children exposed to violence display increased levels of PTSD, antisocial and risk taking behavior, and internalizing symptoms (Fitzgerald, McKelvey, Schiffman, Montanez, 2016). In another Arkansas study, children entering treatment with their mothers were screened for problems with anxiety and found that 35% of children reported clinically elevated symptoms of anxiety. Their experiences with violence, conflict and crime was the biggest predictor of those symptoms (Conners-Burrow, McKelvey, Kyzer, Swindle, Cheerla, Kraleti, 2012). The greatest opportunity to reduce the risk for poor outcomes involves a family-level intervention that addresses familial SUD and COD as well as the array of other family risk factors, while building protective factors in the child and family to ameliorate risk. *Children of parents with*

*SUD or COD in Arkansas do not currently have routine access to evidence-based trauma-specific services. This funding announcement represents an opportunity to address this gap.*

**B. Proposed Implementation/Approach**

**B1. Goals and objectives**

| Number of Unduplicated Individuals to be Served with Grant Funds |        |        |        |        |       |
|--|--------|--------|--------|--------|-------|
| Year 1   | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| 60   | 65     | 70     | 70     | 70     | 335   |
| In SPARS<br>40   | 65     | 80     | 80     | 70     | 335   |

**Goal 1:** Improve access to and family acceptance of coordinated, evidence-based, trauma-centered, culturally responsive care and social support services that provide a two-generation approach to improve child/family health and well-being in order to decrease the negative effects of childhood trauma and reduce recurring traumas.

**1.1** Over the course of the 5-year project, UAMS will enroll **335 unduplicated** eligible children and families into the *PACT* Project and **provide direct evidence-based mental disorder treatment and services** in trauma-informed continuum of care including screening, assessment, care management, therapy and prevention for diverse and at-risk children and adolescents.

**1.2** Project leadership team (LT) and family-community engagement navigator (FCEN) will provide assertive community outreach throughout the project to notify potential referral partners and affected families about the project. By the end of Q1, an outreach and engagement strategy will be implemented and monitored for effectiveness throughout the project.

**1.3** The *PACT* project will formalize active partnerships with at least 3 licensed and accredited behavioral health programs providing integrated, evidence-based trauma therapy by the end of Q1 with contract agreements, and will be maintained throughout the 5-year project.

**1.4** By the end of Q1, the LT will implement referral tools and processes for client eligibility determination as measured by successful enrollment beginning no later than Q4.

**1.5** No later than the 4<sup>th</sup> grant month, *PACT* will provide comprehensive, trauma care services with 1 newly hired, well-trained community health worker called the Family Community Engagement Navigator (FCEN) that have attended CHW training, trauma informed care training, and motivational interviewing.

**1.6** By Q2, the Evaluator and Program Director will facilitate routine, data-driven quality-improvement strategies using the Rapid Cycle Improvement Process measured by Robert-Wood Johnsons QI checklist.

**Goal 2:** Increase the capacity of service providers to engage with one another and at-risk children and their families in the Northwest Arkansas area.

**2.1** The University of Arkansas for Medical Sciences (UAMS) will lead efforts over the 5-year period to formalize and expand a coalition that amplifies the voices of children and families experiencing trauma and providers serving them. Membership will include the TAC by YR1 and will increase with additional partners annually by 20%.

**2.2** During Grant Quarters (Q) 1 and 2 and annually thereafter, *PACT* project will provide training to partner service providers in *Motivational Interviewing (MI)*, *Trauma-Informed Approach (TIA)*, and *Two Generation Approach (TGA)* as effective interventions to engage participants in efforts to improve child/family health and social well-being.

**2.3** At least annually, project leaders will inform key stakeholders including community partners, families served, and policy makers of project implementation and two-generation family outcomes as a strategy to sustain, enhance, and expand effective program components. Measures include number of meeting agendas, positive participant feedback surveys, and number of certifications obtained by partner agencies in TIC.

**2.4** Improve linkage to primary care, trauma treatment, quality childcare or home visiting programming. Measures include 10% increase in formal linkages annually provided by participant and partner feedback loop collected and assessed at least quarterly.

**Goal 3:** Improve child and family outcomes in NWA and decrease health disparities among historically underrepresented minorities.

**3.1** By Q1 complete and submit a disparities impact statement to SAMHSA.

**3.2** Complete 25 eligibility screenings monthly with, at minimum, 20% from underrepresented minority populations.

**3.3** Improve child trauma and/or PTSD symptoms by the 6 month follow-up; measured by statistically significant t-test or repeated measures F statistic on group mean symptoms.

**3.4** Improve school attendance/performance by reducing school disciplinary actions by 10% among school age children enrolled in the program.

**3.5** Improve parental SUD/COD symptoms in family engagement and functioning by the 6 month follow-up; measured by statistically significant t-test or repeated measures F statistic on group mean symptoms.

**3.6** Reduce health disparities of GPRA outcomes at the 6 month follow-up among underrepresented minority groups as measured by a lack of statistical interaction on outcomes by norm vs. comparison groups.

**3.7** Achieve and maintain a minimum of 90% satisfaction rate of the *PACT* project among participants and families.

**3.8** Ensure that by the 6 month follow-up 100% of qualified enrolled children are receiving health insurance benefits.

## **B2. Implementation of Required Activities.**

UAMS RED and ARBEST both have a record of strong community partnerships, innovation, and positive client outcomes. UAMS will provide leadership and decision-making for project implementation and improvements guided by project data, including evaluator, community health worker/navigator called Family-Community Engagement Navigator (FCEN), Trauma Care Managers, partners, and child-family feedback. The *PACT* Leadership Team (LT) will meet at least monthly to monitor implementation of required activities and facilitate project adjustments and ongoing performance improvements (PI) using a rapid-cycle process with formal PI meetings at least quarterly. *PACT* updates, outcomes sharing, success celebrations, and partner and client feedback will occur through coalition activities. Feedback will also be obtained through project-generated surveys. An annual LT retreat will be used to review the past year's lessons learned to inform any needed adjustments in project activities or approaches for the coming year. Recruitment and retention will be achieved via a multipronged approach where

the FCEN will provide outreach, enrollment to insurance and referral to the Trauma Care Manager who will provide assessment and placement services into trauma therapies such as CPP, TF-CBT, and PCIT. Key Activities will include:

**Providing outreach and other engagement strategies to increase participation in, and access to, trauma treatment and services; and prevention services for children, adolescents, and their families who have experienced traumatic events.** Outreach and Engagement will occur at the child-family and provider-agency levels using both “grass tops” and “grass roots” strategies. We expect *PACT*’s most effective outreach and engagement strategy to be the project’s well-trained community health worker/navigator called Family-Community Engagement Navigator (FCEN). FCEN will meet face-to-face with direct service providers to establish or reinforce existing relationships, obtain information updates for the Family Resource Directory, present information about the project, and seek input from direct service providers about their experienced needs, successes, gaps, barriers, and potential solutions. The FCEN will provide direct client family outreach at community events and locations where at risk children and families are likely to frequent. Based on current partnerships, we expect initial referrals to come from NWA justice systems, healthcare, housing, child welfare, community, mental health and faith-based providers. The referral base is expected to grow to include agencies providing workforce development, childcare, and other family and recovery support services. *PACT* has a ‘no wrong door’ service philosophy. We will rely on evidence-based *Motivational Interviewing* (MI) and *Trauma Informed* strategies to accelerate engagement and readiness for change at the client-family level. In an effort to better prepare partner agency staff to also provide welcoming, respectful, and effective interactions with client families, we will provide expert faculty to annually teach a daylong MI training, daylong Trauma-Informed Approach (TIA) training, and a Two Generation Approach (TGA) training.

**Providing direct evidence-based mental disorder treatment and services, including screening, assessment, care management, therapy, and prevention for diverse and at-risk children and adolescents.** *Evidence-based, integrated mental health disorder and trauma treatment* resources secured for this project will fill a major void identified by local, regional, and state providers serving children and families having experienced trauma. Committed, licensed and accredited EBP providers that meet the 2-year service requirement in the NWA area include: 1) UAMS ARBEST to provide integrated screening, assessments, trauma care management, and clinical supervision and training. 2) OGC, a provider of trauma therapy (CPP, TF-CBT, and PCIT), integrated family treatment and parenting supports for parents with SUD/COD will provide outpatient individual and group therapy. 3) Community partners having committed to participation in the project will provide and receive training and supportive services for trauma prevention. *Integrated Trauma Care service delivery plans* will be facilitated by the FCENs for at risk and underserved children with parents who have SUD/COD. FCENs will assist clients with access to primary care including helping in enrollment to obtain health insurance coverage for children, community supports, and facilitate children-families in making and keeping appointments. FCENs will ensure trauma care management appointments where clients will be screened and assessed are accessible and culturally responsive. *PACT* presents an opportunity to enhance and expand effective *Trauma Care management and care coordination* that facilitates access to and participation in integrated, child-family focused, and evidence-based primary and behavioral health care interventions, coordinated with social support services that are timely, respectful, understandable and acceptable to families with children experiencing trauma.



**Providing services to populations of child-serving service systems.** Trauma informed wrap around service provision and coordination is central to addressing the needs of our population. In addition to key trauma therapy providers, key agencies for services coordination will be AR Children and Family Services, Early Education and Child Care, Immerse AR (for parents who have aged out of foster care), Safe Families for injury prevention, Zero to Three Court Program, Washington County Drug Court, Benton County Drug Court and Juvenile justice, and more. In addition to linking families with multiple tangible resources and human supports, the FCEN will be key in facilitating collaboration among “trauma care managers” from several agencies that often interact with families in a fragmented, uncoordinated, and single purpose manner because they are accountable to *organizations* providing services rather than the *client families receiving services*. *Trauma-Informed services*, systems, programs and staff are needed for client families to feel safe, accepted, and worthy are prerequisites for successful interventions. We expect most children/families will have recent or past experiences with emotional, sexual, or physical abuse. The Trauma Care manager will offer a *Trauma Informed Approach* training each year to partnering community service agencies and their staff so they will better understand trauma’s impact on families and implement strategies that welcome families and help them feel safe to engage in services coordination.

*Family-driven services.* FCEN will ensure that family members are full and equal partners in their childrens’ care planning, goal setting, and services implementation when appropriate. The two generation approach will assist adult and child family members find their voice with providers and advocacy groups.

**Collaborating with NCTSI - Category II, Treatment and Service Adaptation (TSA) Centers to develop, advance, or adapt interventions to improve engagement and outcomes for traumatized youth.** The University of Arkansas for Medical Sciences (UAMS) will lead efforts over the 5-year period to strengthen and expand collaboration with the TSA with the development of an active, diverse, informed, and responsive coalition that amplifies the voices of children and families experiencing trauma and providers serving them to identify needs and effective interventions leading to integrated, family-focused, two generation solutions promoting long-term health and successful community living by affected families. UAMS’ Building Effective Services for Trauma (ARBEST) program created within the UAMS Psychiatric Research Institute (PRI) is a champion in Arkansas with the goal of improved care for children experiencing trauma through enhancing training, advocacy, and evaluation and will be an active partner in leading the coalition. ARBEST is applying to become a TSA this year and the PACT project will collaborate with already existing TSAs as well.

**Implementing a project evaluation including process and outcomes evaluation to be submitted to SAMHSA by the end of the project period.** The program evaluation will be led by the Department of Family Medicine’s Research and Evaluation Director who has extensive research and evaluation experience with programs addressing childhood trauma, evidence based treatment, and prevention. The evaluation plan includes inputs and outputs of monthly leadership team updates, quarterly quality improvement processing, biannual brief reports, and an annual project report to SAMHSA. Coalition of all of these data along with any publications and presentations created during the five year grant period will be the building blocks of the final evaluation report. The final evaluation report will be a “living document” built upon throughout the project timeline and finalized with conclusion and final results within three calendar months of the project end date.

### B-3. Timeline

**Table 2. Activities, Timeline and Responsible Staff**

| Year 1-5 Activities  | Year 1     | Year 2  | Year 3  | Year 4  | Year 5  | Responsible*        |
|--|------------|---------|---------|---------|---------|---------------------|
| Hire Project Manager, Data Manager, Community Health Worker                          | Q1         |         |         |         |         | 1, 2                |
| Complete Disparities Impact Statement  | Q1         |         |         |         |         |                     |
| Community Health worker trained in trauma-informed practices through SAMHSA TIPS 57  | Q1, Q2     |         |         |         |         | 6                   |
| Staff Trainings on MI and TIC  | Q1, Q2     |         |         |         |         | 1, 4, 5             |
| Define leadership team and structure   | Q1         |         |         |         |         | 1, 2,               |
| Selection of screening tools   | Q1         |         |         |         |         | 1, 2, 3, 4, 5, 6, 7 |
| Define evaluation structure  | Q1         |         |         |         |         | 1, 2, 3             |
| Define trauma care management, individualized service plans and educational outreach | Q1         |         |         |         |         | 1, 4, 5             |
| Define referral processes with all agencies  | Q2         |         |         |         |         | 1, 2, 4             |
| Provide stigma training, MI, TIC to partners   | Q2, Q3     |         |         |         |         | 4, 5, 6             |
| Enrollment of participants / link to treatment and resources                         | Q2, Q3, Q4 | Ongoing | Ongoing | Ongoing | Ongoing | 4; 6                |
| Virtual or on-site care management and service plans                                 | Q2, Q3, Q4 | Ongoing | Ongoing | Ongoing | Ongoing | 4                   |
| Follow-up care coordination / follow up of resource/referral plans                   | Q2, Q3, Q4 | Ongoing | Ongoing | Ongoing | Ongoing | 4                   |
| AR BEST clinical supervision of trauma care manager                                  | Q2, Q3, Q4 | Ongoing | Ongoing | Ongoing | Ongoing | 4, 5                |
| Community Health Worker engages community in outreach, education and recruitment     | Q2, Q3, Q4 | Ongoing | Ongoing | Ongoing | Ongoing | 6                   |
| Conduct Needs Assessment of Community Partners who serve children.                   | Q3, Q4     | Ongoing | Ongoing | Ongoing | Ongoing | 1, 2, 3, 7          |
| Data from baseline and follow-up assessments will be shared with partnering agencies | Q4         | Q4      | Q4      | Q4      | Q4      | 1, 2                |
| Continuous data driven quality improvement   | Q3, Q4     | Ongoing | Ongoing | Ongoing | Ongoing | 1, 2, 3, 4, 5, 6, 7 |
| Partner surveys seeking feedback   | Q4         | Q4      | Q4      | Q4      | Q4      | 1, 2, 3, 7          |
| Annual progress report to SAMHSA   | Q3         | Q3      | Q3      | Q3      | Q3      | 1, 2, 3, 7          |
| Share lessons learned with stakeholders  | Q4         | Q4      | Q4      | Q4      | Q4      | 1, 2                |
|  |            | Ongoing | Ongoing | Ongoing | Ongoing | 6                   |
|  |            | Ongoing | Ongoing | Ongoing | Ongoing | 6                   |

\*First listed as primary: 1-Project Director; 2- Project Manager; 3-Evaluator; 4-Trauma Care Manager; 5-Trauma Care Supervisor; 6-Community Health Outreach Worker; 7-Data Manager

**C 1. Proposed Evidence-Based Services/Practice (EBPs)** The PACT project will implement the following Evidence-Based Practices (EBPs); Care management will be trauma-informed and will connect participants to the Evidence-Based Practices (EBPs). There are no expected adaptations of any of the EBPs described however, we are dedicated to continue to providing services as COVID-19 restrictions require us to remain flexible. When appropriate, services may be provided via zoom or other virtual face-to-face delivery approaches when traditional in person service delivery is not feasible.

**Motivational Interviewing (MI)**, MI is a client-centered EBP that addresses an individual's ambivalence to change (Rubak, Sandbaek, Lauritzen, and Christensen, 2005). MI guides goal-directed conversations through which the facilitator helps the client's change process by expressing acceptance of the client and asking pertinent questions that help the client resolve the ambivalence preventing them from realizing personal goals. The four core principles of MI are: 1) Express empathy through reflective listening; 2) Roll with resistance, avoiding argument and direct confrontation; 3) Develop discrepancy between a client's goals or values and their current behavior; and 4) Support self-efficacy and optimism. *Empowering and client-focused, MI techniques are appropriate in a variety of settings and applicable to trauma treatment.* Care managers and clinical staff who interact with clients will receive training in MI utilizing this strengths-based prevention and treatment in interactions with clients.

**Trauma-Informed Care (TIC)**, TIC is an approach "that is grounded in an understanding of and responsiveness to the impact of trauma; that emphasizes physical, psychological and emotional safety for both providers and survivors; that creates opportunities for survivors to rebuild a sense of control and empowerment." (Hopper, Bassuk and Olivet, 2010). TIC is founded on four "R's" that a trauma-informed program 1) *Realizes* the impact of trauma and understands recovery, (2)*Recognizes* signs and symptoms in clients, (3) *Responds* with appropriate practices and procedures, and (4)*Resists Re-traumatization* (SAMHSA 2014). TIC is an approach born out of a need for appropriate and healthy responses to the *experiences* of the events of childhood trauma and the *effects* of those experiences. Substance Abuse and Mental Health Services Administration (SAMHSA) and the National Child Traumatic Stress Network (NCTSN) both build an effective framework for toolkits and training for agencies. *TIC is appropriate for our population of focus because in order to achieve the best outcomes, those who have experienced trauma need to be treated in a trauma-informed approach.* All project and partner staff who interact with clients will receive training in TIC.

**Child-Parent Psychotherapy (CPP)**, CPP is an evidence-based, manualized treatment for children ages 0-5 experiencing behavioral, attachment, and/or mental health problems, including PTSD as a result of traumatic stress. The goal of CPP is to support and strengthen the relationship between child and parent as a vehicle for restoring the child's sense of safety, attachment, appropriate affect and improving the child's cognitive, behavioral, and social functioning. The main components of CPP include psychoeducation about trauma and child development, behavioral management, enhancing safety, affective regulation, enhancing the child-parent relationship, processing of the trauma, and continuity of daily living. CPP has been shown to significantly reduce children's PTSD and behavioral difficulties, and improve children's attachment security. *CPP appropriately addresses population of focus' mental health needs of young children experiencing trauma in partnership with parent involvement beyond*

*basic parenting skills by increasing caregiver warmth, decrease parenting stress, and increasing appropriate discipline strategies.*

**Parent Child Interaction Therapy (PCIT)** PCIT, an empirically-supported, manualized parent-training therapy, is appropriate for parents whose children are in the 2-7 age range with a history of maltreatment or physical abuse. Well-designed studies have shown that PCIT is effective in improving outcomes of child physical abuse and neglect, particularly the reduction of re-reporting. The PCIT therapist, rather than interacting directly with the child, “coaches” a parent in using new skills while the parent is playing with the child. *PCIT shows considerable promise for use with both maltreating families and foster families with the potential to strengthen the foster parent/child relationship, reduce risk for placement disruptions, and increase reunification rates.*

**Trauma Focused – Cognitive Behavioral Therapy (TF-CBT)** Trauma Focused – Cognitive Behavioral Therapy (CF-CBT) is an evidenced-based treatment for youth aged 3 through 17. Since its development by Drs. Mannarino, Cohen and Deblinger, it has been evaluated and refined and is now documented as an exceptional treatment for improving children’s symptoms of trauma and responses. SAMHSA has recognized the TF-CBT as a model program. *This treatment is appropriate for this population of focus because children of parents with SUC/COD who are at risk for abandonment or out of home placement have a unique need for CF-CBT, additionally it spans a wide range of age appropriateness.*

**Access to Primary Care:** One of the CDC’s evidence-based approaches to prevent and lessen trauma effects among children is to enhance primary care for children and their parents. *Access to health insurance and connection to a primary care physician for children and parents helps to lessen both immediate and long-term harms caused by trauma.* Primary providers can screen, identify and address trauma exposures, and SUD and COD in parents. In the Treatment Improvement Protocol (TIP) 51: Substance Abuse Treatment: addressing the specific needs of women as caregivers of children including gynecological care, family planning, prenatal care, pediatric care, HIV services, treatment for infectious disease, nicotine cessation, mental health services, MAT and disability services are all services which primary care can offer or refer for.

**Quality Childcare.** The CDC’s evidence-based strategy of ensuring a strong start for children includes high quality childcare and pre-K programming. Quality childcare and/or pre-K programs like Head Start not only alleviate parental stress, depression and anxiety but are also associated with lower rates of abuse and neglect (Fortson, Klevens, Merrick, Gilbert, Alexander, 2016). Another evidence based strategy outlined by the CDC is social emotional skill development to teach parents and youth coping skills to handle stress, resolve conflicts, and better identify and manage emotions. Quality childcare that can provide this in Northwest AR include AR Better Chance (ABC), Head Start, Early Head Start, and Childcare Assistance (voucher program). *This evidence-based strategy is identified in SAMHSA’s treatment protocol for women and lists childcare services as recommended and reinforced by some state standards. Childcare services include daycare and preschool, family treatment for psychoeducation of addiction’s impact on family functioning, parent/child services like parenting skill education, and children’s mental health needs.*

**Home Visiting.** Another evidence-based strategy outlined by CDC for lessening the effects of trauma is *ensuring a strong start for children*, which includes home visiting programs. Children of parents who have substance abuse disorders will struggle more developmentally and

behaviorally in infancy, preschool, school-age, and adolescence (SAMHSA, 2012). *This strategy is especially appropriate for justice-involved mothers who have history of SUDs. Home visiting programs like Healthy Families America have shown to decrease rates of maltreatment, harsh parenting, neglect and physical and psychological abuse as well as better developmental milestones (Healthy Families America, 2019).* Home visiting programs help build trust between the parent educator and client and decrease the pervasiveness of trauma among children (Olds, et al., 1997; Luby, 2015; CDC, 2019).

**D: Staff and Organizational Experience**

**D.1. Experience of University of Arkansas for Medical Sciences (UAMS) Applicant:**

**Applicant is UAMS with the College of Medicine, Department of Family and Preventive Medicine, Research and Evaluation Division (RED)** leading. UAMS is the state’s only institution of professional and graduate education devoted solely to health and biological sciences. UAMS and DFPM/RED are fully committed to this project, campus-community partnerships, and to reducing health disparities. RED is experienced in collaboratively leading innovative campus-community partnerships and in grants management, evaluation, and reporting. RED focuses on family and environmental factors linked with poor health, growth, and psychosocial outcomes, and does training in early childcare, mental health, SUD, HIV, drug court, home and shelter settings. RED currently has 21 awarded grants (9 federal) with 2020 funding of \$2 million. Two staff, Program Director (PD) and Evaluator, are functioning faculty in RED. A third staff member (Co-PD) serves as faculty at RED and will serve in a mentor role to PACT PD, during her first SAMHSA PD role. These three key staff have decades-long and rich histories of collaborative, community-based projects serving marginalized, vulnerable, and underserved populations through SAMHSA and other funding. Cultural responsiveness, EBPs, evaluation, and continuous QI are priorities of both these units and are strengths of the project. Also, of importance in this project is the UAMS Building Effective Services for Trauma (ARBEST) program that was created within the UAMS Psychiatric Research Institute (PRI) when the Arkansas General Assembly approved funding to improve care for children experiencing trauma through enhancing training, advocacy, and evaluation. ARBEST supports a core team of seven psychologists, two social workers, and four staff. ARBEST has demonstrated a history of strong training capacity for community agencies and has trained over 2,000 mental-health professionals within social service agencies in evidence-based treatments for childhood trauma in 66 of Arkansas’ 75 counties. Moreover, ARBEST has trained over 10,000 stakeholders across systems to raise awareness about the impacts of trauma for child victims.

**Capability and experience of EBT partner (OGC) with similar projects and populations.**

Ozark Guidance Center is a private nonprofit, community mental health center (CMHC), certified as a behavioral health agency (BHA) and substance abuse treatment provider (SATP) with multiple locations in Northwest Arkansas for the past 50 years. OGC specializes in childhood trauma services including, CPP, TF-CBT, and PCIT.

**D.2 Staff positions**

Table 3. Staff Positions. *All staff are English-speaking and culturally responsive.*

| <b>Role- Name of staff - % FTE</b>                    | <b>Qualifications/Experience w/services to population</b>   |
|---|---|
| PD, Martel * (0.50 FTE)<br>UAMS DFPM                  | Extensive experience federal grant PD and evaluation; 15 yr collaborative partnership with partners   |
| ARBEST Collaborator, Edge<br>(0.01 FTE)- UAMS AR BEST | 20 years of research experience in childhood trauma, pediatric behavioral and mental health. Authored 69 peer reviewed publications and history of 27 completed or ongoing grants/contracts in the field. |
| Evaluator, Whiteside-Mansell<br>(0.10 FTE) –UAMS DFPM | 25 years of experience in evaluation and assessment; tool development for parenting/ child development, childhood trauma research.  |

|  |  |
|--|--|
| Consultant, Zielinski (0.05 FTE) – UAMS PRI                        | 8 years of comprehensive programming and evaluation development & clinical work with justice-involved women, trauma exposure and mental health in Arkansas including 30 peer reviewed publications |
| Program Manager, UAMS TBH * (0.50 FTE)                             | Will require coordination experience with previous SAMHSA grants, strong working relationship and familiarity with key community partners.   |
| Data Manager, UAMS TBH (0.25 FTE)                                  | Will require data management experience on previous federal or SAMHSA grants, familiarity with data management software.   |
| Trauma Care Manager; Local Community service partner(s), (1.0 FTE) | Located at local partner site(s) for direct care. Will receive Trauma Care Management training with ongoing support from FCEN.   |
| Clinical TCM Supervisor, ARBEST (0.10 FTE)                         | Specializing in trauma-informed care since 2009, LCSW with clinical supervision experience   |
| Family-Community Engagement Navigator, UAMS TBH (0.50 FTE)         | Experience in outreach education and comfort level with target community.  |
|  |  |

Commented [MID1]: This is the proposed WDCD position(s)

\* Key Staff

**E. Data collection and performance measurement**

**E1.** The project was designed with the recognition that frequent gathering of information, analysis, and feedback are critical to ensuring project goals are met. The evaluation plan will be designed to A) meet reporting needs for SAMHSA following GPRA NOMS standards; B) incorporate key process and infrastructure outcomes including performance measures needed for quality improvement efforts and population outcomes; C) report project-specific outcome data measures including number of individuals screened; number of individuals (parents and children) receiving services; and number of individuals receiving linkages to trauma system referrals; D) assess the degree to which the evidence-based practices are implemented with fidelity; and E) measure community outcome improvements as a result of the project for participants. The evaluation will include a process designed to assess the quality of implementation and provide timely information for continuous improvement through a rapid-cycle quality improvement (QI) design. The **process evaluation** will inform population outreach planning decisions, provide information for the **project performance assessment**, and document the effectiveness of implementation strategies of evidence-based interventions. The **outcome evaluation** will assess program effectiveness with regard to participant level and aggregate outcomes including those outlined in the Disparities Impact Statement. Both the process and outcome evaluation pieces will be instrumental in monitoring the program’s needs and progress towards goals identified in B.1 and will guide decisions in managing activities.

Ability to Conduct Evaluation: The PD and Evaluator have extensive experience with successful SAMHSA grant implementation and evaluation as well as fostering existing, long-term community partnerships necessary for success. This evaluation was designed by a knowledgeable and experienced lead evaluator who has worked on numerous successful federal grant evaluations including 10 SAMHSA projects, and who has over 15 years of experience working with populations with histories of trauma and SUD. In past evaluations this team has achieved >80% six-month GPRA follow-up rate among the hardest to track and populations.

Recruitment and retention and data plan: All clients participating in the project will be asked to participate in the evaluation. They will be provided an evaluation information sheet and/or informed consent (depending on IRB exemption category) by a trained research assistant. The trauma care manager and outreach community health worker will assist in tracking and locating clients in order to conduct the data collection in face-to-face (or virtual) private, confidential

interview format. Participants will be asked to complete the intake interview to include the GPRA and other instruments included in attachment 2. Data will be entered into the secure SAMHSA SPARS data base, and into UAMS secure REDCAP and SPSS for statistical analysis. Repeated-measures designs will examine the durability of intervention effects. Multivariate approaches will be used with correlated dependent variables. Multiple regression models will examine the extent to which various participant (i.e., group membership, position in community) or program characteristics (i.e., satisfaction) serve as mediators or moderators of outcomes (i.e., maintained improved health access, increased referrals etc.) and will guide decisions in managing the project.

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE APPROPRIATING \$11,874.72 FROM THE UNAPPROPRIATED RESERVES OF THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE TAX COLLECTOR BUDGET (10000104) FOR 2022.

WHEREAS, the Washington County Tax Collector’s Office performed an analysis of its structure and determined that a reorganization would better serve the public’s interests by increasing the efficiency of the Tax Collector’s Office; and

WHEREAS, the Tax Collector Office reorganization requires personnel changes; and

WHEREAS, the Tax Collector requests \$11,874.72 to facilitate those personnel changes.

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

ARTICLE 1. There is hereby appropriated the total amount of \$11,874.72 from the unappropriated reserves of the General Fund (1000) to the following line items in the Tax Collector Budget for 2022:

|                            |               |            |
|----------------------------|---------------|------------|
| Salary Full-Time           | 10000104.1001 | \$9,656.60 |
| Social Security Matching   | 10000104.1006 | 738.73     |
| Noncontributory Retirement | 10000104.1008 | 1,479.39   |

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JOSEPH K. WOOD, County Judge

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DATE



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BECKY LEWALLEN, County Clerk

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

Committee History:  
Quorum Court History:

FUND 1000

| PCN    |            | 2022 FINAL<br>BUDGET SALARY | 2022 FINAL<br>BUDGET GRADE | REQUEST<br>2022 SALARY<br>INCREASE | BUDGET INCREASE<br>SALARY<br>LINE 1001 | BUDGET INCREASE<br>FICA/MEDI<br>LINE 1006 | BUDGET INCREASE<br>APERS<br>LINE 1008 | OVERALL TOTAL<br>INCREASE |
|--------|------------|-----------------------------|----------------------------|------------------------------------|--|---|---------------------------------------|---------------------------|
| 104005 | DAVIDIAN   | \$40,108.00                 | 15                         | \$47,153.60                        | \$7,045.60                             | \$538.99                                  | \$1,079.39                            | \$8,663.97                |
| 104006 | GRUBE      | \$34,489.00                 | 11                         | \$35,297.60                        | \$808.60                               | \$61.86                                   | \$123.88                              | \$994.34                  |
| 104071 | SPRINGSTON | \$38,300.00                 | 14                         | \$40,102.40                        | \$1,802.40                             | \$137.88                                  | \$276.13                              | \$2,216.41                |
|        |            |                             |                            |                                    | <b>\$9,656.60</b>                      | <b>\$738.73</b>                           | <b>\$1,479.39</b>                     | <b>\$11,874.72</b>        |

Ordinance Lines

|               |                                  |  |
|---------------|----------------------------------|--|
| 10000104.1001 | SALARIES FULL TIME               | \$9,656.60                                     |
| 10000104.1006 | SOCIAL SECURITY MATCHING         | \$738.73                                       |
| 10000104.1008 | EMPLOYER RETIREMENT CONTRIBUTION | \$1,479.39                                     |
|               |                                  | <b>\$11,874.72 OVERALL TOTAL FOR ORDINANCE</b> |



*Washington County Arkansas*  
*Tax Collector*  
*Angela Wood*

*280 N College- Suite 202*  
*Fayetteville AR 72701*  
*479-444-1526*

6.3

January 20, 2022

*Real Estate and Personal Property Tax*

Dear JESAP and Personnel Committee Members,

I am doing some reorganization within my office and would like to get the approval from the committee for a couple of individuals to keep their current rate of pay and place them in other positions that I want to see improvement in. However at this time, those positions are graded lower than the positions they are currently holding. These individuals have excelled in their previous positions, they are more than qualified and have the experience, knowledge and skill set that these positions require. If approved I would like to retro this back to January 10<sup>th</sup>, 2022. Please consider the following....

Katrina Springston, Data processing Clerk is currently in a grade 15. I have an Asst. Bookkeeper position open and would like to move her there, however this position 1000.0104.071 is a grade 14. The position would require a slight annual increase of \$2216.41 to be able to fund her current rate of pay. This department is responsible for distributing over 264 million dollars of tax money to 9 different school districts and many other entities. It requires a specific individual who is familiar with banking practices, tax collection procedures, auditing processes and requires an individual who can multi task and pay careful attention to detail all while under daily time constraints. I believe Katrina possesses these skills and would be most beneficial in this department.

Belinda Grube, Deputy II Branch Manager is currently a grade 15. I will have an Asst Data Processing supervisor position 1000.0104.006 open and would like to move her there. This position is currently a grade 11 and has many responsibilities. Not only does this position assist the Data processing clerk, she also assumes all duties and responsibilities of the Data Processing Clerk in his/her absence. This position also assists in the absence of Branch managers, Deputy II and I Cashier clerks as needed. This position is also responsible for the training of all new employees on tax collector procedures and processes. Belinda has shown growth in her knowledge and her skill set as a Branch Manager and I feel she would be more beneficial in this position. The position would only require a slight annual increase of \$994.34 to be able to support her current rate of pay.

Waynette Davidian, Tax Enforcement Manager, grade 15 will be moved to the Data Processing Clerk, position 1000.0104.005, which is also a grade 15. With her long term experience, knowledge and skills I feel this move would be more beneficial to the office as well. This position would require a slight annual increase of \$8663.97 to fund her current rate of pay.

(Promotional Increase)

I plan to promote Janet Hays as my Head Bookkeeper. Janet has worked for the Washington County Collectors office off and on for over 25 years raising her family in between. She spent some of this time working previously in the bookkeeping department as well as other departments within the Collectors office. She most recently became full time again and has been for over 6 years now. So as you may know she has a wealth of Collector and County government knowledge, previous bookkeeping experience and skills needed for the Head Bookkeeper position. This position comes with a lot of accountability and additional duties. Janet has exhibited excellent performance skills in her previous position and I would like to promote her up to the mid-point of the new positions current grade 18 to \$21.90. This would put her slightly above her department's employee's wages and is better conveyed with the supervisory roles and other responsibilities that come with this position. The position is already funded to handle this rate so no additional money is needed here.

Respectfully,

Angela Wood  
Tax Collector,  
Washington County



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JOSEPH K. WOOD, County Judge

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DATE

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BECKY LEWALLEN, County Clerk

Introduced by: JP Lisa Ecke

Date of Adoption:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

Committee History:

Quorum Court History:

**Date Revised: January 10, 2022**

## **Assistant Chief Deputy Circuit Clerk**

**Job Code:** 19  
**Exempt:** No  
**Department:** Circuit Clerk  
**Reports To:** Chief Deputy Circuit Clerk  
**Location:** Washington County Courthouse

### **SUMMARY:**

Under the direction of the Chief Deputy Circuit Clerk, the Assistant Chief Deputy Circuit Clerk is responsible for assisting in the effective administration of operation of the Circuit Clerk's Office in an efficient and responsible manner, to provide assistance to the Chief Deputy Circuit Clerk, and serve as Circuit Clerk in his/her absence. This position also assists in oversight of the budget, personnel, procurement, and audit. This position works closely with the Circuit Clerk and Chief Deputy 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. The Incumbent assists in the training, supervision, and record keeping of the employees within the Circuit Clerk's office. Because of the nature and diversity of the work, on-the-job training is provided at times to individual employees to attain proficiency, requiring close supervision by the Incumbent. This position ensures that all purchasing requirements are met and that all budgetary items are properly recorded. This position must know rules, laws, policies and procedures of the Circuit Court and State of Arkansas that govern this position. The Assistant Chief Deputy Circuit Clerk will directly and indirectly work with approximately 5000+ citizens annually, other agencies, and county offices via phone, internet, or in person. This position will also be responsible for but not limited to \$1,000,000.00+ and the disbursement of these funds to various individuals, entities, and federal, state, county, and local divisions as required by The State of Arkansas and the Administrative Office of the Courts. This position is subject to audit annually, by the State Legislative Audit. The Assistant Chief Deputy Circuit Clerk must represent the Circuit Clerk in a favorable government image at all times.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in developing short and long term plans for divisional and departmental change.
- Assists in developing and implementing administrative policies that ensure compliance with all state and federal statutes, ordinances, rules, and regulations.



## WASHINGTON COUNTY

### *Job Description – Assistant Chief Deputy Circuit Clerk*

- Administers and supervises requests for service, including FOIA and public relations requests.
- Interacts with the County Attorney's Office to obtain legal advice.
- Facilitates the state legislative audit of the Circuit Clerk's Office.
- Completes complex and comprehensive financial analysis and special assignments at the request of the Clerk.
- Monitors changes in court decisions and laws.
- Manages interactions between federal, state, and county agencies and the Clerk's Office.
- Assists in preparing the annual operating budget and assists in the presentation to the Quorum Court.
- Monitors organizational budget for appropriate expenditure levels.
- Assists in evaluating purchase requests and provides appropriate authorizations.
- Signs checks and creates binding obligations on behalf of the Circuit Clerk.
- Interviews applicants for jobs and makes recommendations to the Circuit Clerk concerning employee selection, promotion, and transfers.
- Recommends and carries out disciplinary action at the department level.
- Directly supervises other department supervisors and front-line staff.
- Conducts performance evaluations for employees directly supervised; reviews evaluations for employees indirectly supervised.
- Resolves issues of high importance or complexity, including escalated complaints from judges, attorneys, and the general public.
- Ensures that all parties contacting the Circuit Clerk's Office are given prompt, efficient, and accurate service concerning the specific aspects of their inquiry.
- Receives, opens, organizes, distributes, processes, and returns mail. Oversees the daily operation regarding incoming mail to ensure that the work is effectively and efficiently performed. Ensures return mail is out of the office.



## WASHINGTON COUNTY

### *Job Description – Assistant Chief Deputy Circuit Clerk*

- Processes bonds, executions on tax liens, and the issuance of summons, subpoenas, writs and executions.
- File lawsuits and pleading according to procedure.
- Serve as Chief Deputy Circuit Clerk during the incumbent's absence.
- Proof computer entries on new cases, judgements, land records, and liens.
- Assist in the supervising and training of the Circuit Clerk's Office staff so that proper procedures are followed work is accurately performed, and customers are given efficient and friendly service.
- Assist abstractors and attorneys in learning the proper procedures used in the Washington County Circuit Clerk's Office.
- Maintain and distribute office supplies in an efficient manner so as to minimize cost while efficiently performing work.
- Assist in answering phone calls.
- Maintain necessary personnel and weekly payroll data. Total and calculate time for all full time and part time employees. Submit reports to the Comptroller and Human Resources for payroll purposes.
- Maintain vacation and sick time of each employee.
- Maintain an accurate schedule of the actions of all employees in the Circuit Clerk's Office, documenting work performance of the employees.
- Interaction with the public and various agencies. Must resolve problems and deal with customers in a professional manner.
- Assist the Circuit Clerk with matters involving County policies. Traveling out of town with the Circuit Clerk to various advisory meetings.
- Assist the Circuit Clerk with Judicial Partition Proceeding sales.
- Maintain security of the sealed files under lock and key. Ensure that all sealed records are maintained in a confidential manner and information relating to any sealed case is not released except to authorized personnel.
- All 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:**

Completion of a Bachelor's Degree in Accounting, Business Administration, or a related field; extensive experience in Accounting, Business Management, Public Administration, or a related area including some supervisory experience; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**OTHER SKILLS and ABILITIES –**

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises all employees (20+ positions) within the Circuit Clerk Department. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include interviewing, assisting in hiring, terminating and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**REQUIRED SKILLS and ABILITIES:**

- Good knowledge of the procedures of the Circuit Court System.
- Good knowledge of accounting theories, principals, and practices.
- Good knowledge of the record keeping requirements of the filing of real estate deeds, liens, notary bonds, and circuit court documents.
- Good knowledge of information technology concepts and practices.
- Considerable knowledge of supervisory methods and techniques.
- Considerable knowledge of office practices, procedures, and terminology.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and interpret detailed financial reports and financial record keeping systems.
- Ability to provide effective supervision of administrative, professional, and technical staff.
- Ability to comprehend, interpret, and apply departmental rules and regulations.
- Ability to maintain discretion regarding privileged information.
- Skill in the operation of a computer and other electronic hardware.
- Skill in the use of Microsoft Word, Excel, Adobe Acrobat, and the electronic Court Management System.



## WASHINGTON COUNTY

### *Job Description – Assistant Chief Deputy Circuit Clerk*

#### **INITIATIVE & INGENUITY:**

In this seniority position, the incumbent must be able to proceed alone and make quick and accurate judgements without seeking authority from a superior. They must be resourceful and creative in decision-making. Must be able to organize work in an efficient manner and have the ability to train others in a patient, diligent manner.

#### **MENTAL DEMAND:**

Problem solving skills are crucial to this position. The individual must be able to use his/her own judgement to determine matters.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING:**

With the many facets of this position, problem-solving skills are crucial. The incumbent must have good reasoning and logic to communicate with employees and the public. This individual must have good communication skills along with a friendly, yet professional and informative manner. Must be responsible and have the ability to make mid-level management decisions with little or no review of top level management.

#### **RESPONSIBILITY FOR FUNDS:**

The incumbent has the responsibility of daily, monthly, and yearly accounting, depositing, and disbursing of more than \$1,000,000.00 in funds that flow through the Circuit Clerk's Office via the Circuit Courts and Real Estate Recording.

#### **RESPONSIBILITY FOR ACCURACY:**

In this position the individual must be accurate in all areas that they perform.

#### **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.

#### **CONTACTS WITH THE PUBLIC:**

This incumbent has contact with the public constantly. In this capacity, their daily job as a clerk or by way of telephone, fax, or email, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person-to-person and small group situations with customer, clients, and general public.



**CONTACTS WITH EMPLOYEES:**

At all times the incumbent must have the ability to stimulate the employees while keeping a good rapport within the office. They must keep an even balance between being a supervisor and fellow employee.

**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.

The employee must occasionally lift and/or move up to 50 pounds. They will occasionally be required to climb up and down ladders to retrieve records and files while performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk and hear. The employee is occasionally required to stand and walk or climb stairs. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The noise level in the typical 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.

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.

The noise level in the typical work environment is moderate.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

## Calculating employee position total cost for budgeting

as of 01.31.2022

### PCN TBD - Assistant Chief Deputy Circuit Clerk

| Inclusive items   | How to calculate                                  | Example   |
|-------------------|---|-----------|
| FT Salary         | Rate x 2080 (80 x 26 pay periods)                 | 57,948.80 |
| FICA              | Salary x 7.65%                                    | 4,433.08  |
| APERS             | Salary x 15.32%                                   | 8,877.76  |
| Health benefit    | \$5,592.00 as of 2022 (\$466/mo x12)              | 5,592.00  |
| Life Ins. Benefit | \$132.00 as of 2022 (\$11/mo x 12)                | 132.00    |
| Workers Comp      | Clerical .0011 x salary x .87 modifier as of 2022 | 55.46     |
|                   |   | 77,039.10 |

\*\$57,948.80/annual provided by HR

Ordinance Prep

#### CIRCUIT CLERK AUTOMATION

|                                  |               |           |                                |
|----------------------------------|---------------|-----------|--------------------------------|
| Full Time Salaries               | 30060128.1001 | 57,948.80 |                                |
| Social Security Matching         | 30060128.1006 | 4,433.08  |                                |
| Employer Retirement Contribution | 30060128.1008 | 8,877.76  |                                |
| Health Insurance Matching        | 30060128.1009 | 5,592.00  |                                |
| Workers Compensation             | 30060128.1010 | 55.46     |                                |
| Life Insurance Matching          | 30060128.1016 | 132.00    |                                |
|                                  |               | 77,039.10 | <b>Overall Ordinance Total</b> |



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

June 3, 2021

To: Budget and Finance Committee

Re: 2022 Proposed Budget(s) for Circuit Clerk and Recorder's Cost Fund

As requested, I have submitted my proposed budgets for 2022. According to spending patterns, cost increases/decreases, cuts, and more efficiencies, the operating costs for next year look to be flat or even less than 2021. I have made some adjustments, and according to the request for line item explanation for anything over \$5000.00, my justifications are as follows:

**2022 Circuit Clerk Budget (1000-0102)**

- No increases. An operating cost decrease of \$13,500.00 est.

**2022 Recorder's Cost Fund (3006-0128)**

**Line 2001 General Supplies:** no increase. This line item is for paper, office supplies, etc.

**Line 2002 Small Equipment:** no increase. This line item is for desks, file cabinets, chairs, etc. Looking at expansion of office space in the back area and will need to be furnished.

**Line 2009 Computer Equipment:** increase of \$10,000.00. We will need to be replacing some desktop computers throughout 2022.

**Line 3009 Other Professional Services:** no increase. This line item is set aside for appeal transcription and any other office services that arise during the year.

**Line 3070 Rent-Land and Buildings:** increase of \$3,000.00. This line item is for climate controlled storage of our physical case files. Estimating a small increase in storage fees according to the vendor.

**Line 3073 Lease-Machinery and Equipment:** increase of \$5,000.00. This line item is for office equipment lease (wide format plotting printer, printers, scanners). Estimating a small increase in fees according to the vendor.

**Line 3094 Meals and Lodging:** increase of \$1,000.00. As elected president of the Arkansas Circuit Clerks Association, there will be some additional travel for conferences in 2022.

**Line 3102 Software Support/Maintenance:** no increase. This line item is for our Land Recording Software. No additional increases in costs according to the vendor.

Line items that are less than \$5,000.00:

**Line 2003 Janitorial Supplies:** This line item is for dish soap, hand soap, Lysol, Windex, etc.

**Line 2006 Clothing/Uniforms:** This line item is for replacement of old/worn blazers for court appearances by staff members.

**Line 2023 Parts and Repairs:** This line item is for small parts (label printers, etc.) that we can use to fix small equipment if possible.

**Line 3032 Mileage:** This line item is for mileage reimbursement from travel for conferences.

**Line 3090 Dues and Memberships:** This line item is for membership dues to the Arkansas Circuit Clerks Association and PRIA (Property Recording Industry of America).

In preparation for the 2020 budget, I had submitted a line item budget for renovation for the back area of the office. I am hoping to be able to complete that project, but am running into some delays due to trying to find a home for the large, rolling file system. If I can re-home that, then we can get started. If we cannot find a landing spot for those, we will have them removed by Building and Grounds so that we can continue on with our project. This may result in a re-submission for the funding of that project in 2022.

Please feel free to contact me with any questions about the above explanations.

Thank you.

Sincerely,

Kyle E. Sylvester  
Washington County Circuit Clerk  
President, Arkansas Circuit Clerks Association

# DBCompensation Job Valuing Summary

7.5

SCENARIO **Washington County**  
**January 2022**  
 POSITION **Assistant Chief Deputy Circuit Clerk**  
 JOB CODE: **19**

| FACTOR             | BASIS FOR JOB VALUING  | DEGREE       | VALUE                 |
|--------------------|--|--------------|-----------------------|
| 1                  | Experience-General: Minimum time to become familiar with requirements of the job.  | <b>8</b>     | <b>89</b>             |
| 2                  | Experience-Minimum time to become familiar with management requirements of the job.  | <b>5</b>     | <b>165</b>            |
| 3                  | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.                    | <b>5</b>     | <b>70</b>             |
| 4                  | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.  | 4A <b>4</b>  | <b>6</b><br><b>50</b> |
|                    |  | 4B <b>4</b>  |                       |
|                    |  | 4C <b>4</b>  |                       |
| 5                  | Mental Demand: Measure of degree of concentration and sensory alertness.   | <b>5</b>     | <b>70</b>             |
| 6                  | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.                              | <b>5</b>     | <b>70</b>             |
| 7                  | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.                          | <b>5</b>     | <b>100</b>            |
| 8                  | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | <b>5</b>     | <b>48</b>             |
| 9                  | Responsibility for Accuracy: Opportunity for and probable effect of errors.  | <b>5</b>     | <b>57</b>             |
| 10                 | Accountabilities: Freedom to act, monetary impact, and impact on end results.  | 10A <b>5</b> | <b>8</b><br><b>90</b> |
|                    |  | 10B <b>1</b> |                       |
|                    |  | 10C <b>3</b> |                       |
| 11                 | Contacts with Public: Responsibility for effective handling of contacts.   | <b>5</b>     | <b>80</b>             |
| 12                 | Contacts with Employees: Responsibility for effective handling of others.  | <b>5</b>     | <b>49</b>             |
| 13                 | Machine-Computer Operations  | <b>4</b>     | <b>38</b>             |
| 14                 | Working Conditions   | <b>2</b>     | <b>12</b>             |
| 15                 | Physical Demand  | <b>2</b>     | <b>8</b>              |
| <b>TOTAL VALUE</b> |  |              | <b>996</b>            |

SIGNED: \_\_\_\_\_

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE APPROPRIATING \$48,617.83 FROM THE COUNTY LIBRARY FUND TO VARIOUS LINE ITEMS IN THE COUNTY LIBRARY BUDGET (30080600) FOR 2022.

WHEREAS, the Washington County Library Director decided to eliminate the Assistant Director position in 2012 in an effort to utilize those monies as direct funding to various libraries; and

WHEREAS, the Library Director is nearing retirement and has requested the creation of an Assistant Director position so that a successor can be adequately trained as a replacement; and

WHEREAS, the Library Director requests \$48,617.83 to facilitate the creation of that new position using only funds from the County Library Fund.

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

ARTICLE 1. There is hereby appropriated the total amount of \$48,617.83 from the County Library Fund (3008) to the following line items in the County Library Budget for 2022:

|                            |               |             |
|----------------------------|---------------|-------------|
| Salary Full-Time           | 30080600.1001 | \$37,180.00 |
| Social Security Matching   | 30080600.1006 | 2,844.27    |
| Noncontributory Retirement | 30080600.1008 | 5,695.98    |
| Health Insurance Matching  | 30080600.1009 | 2,796.00    |
| Workers Compensation       | 30080600.1010 | 35.58       |
| Life Insurance Matching    | 30080600.1016 | 66.00       |



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JOSEPH K. WOOD, County Judge

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DATE

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BECKY LEWALLEN, County Clerk

Introduced by: JP Lisa Ecke

Date of Adoption:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

Committee History:

Quorum Court History:

**Date Revised: January 25, 2022**

## ASSISTANT COUNTY LIBRARY DIRECTOR

|                    |                                  |
|--------------------|----------------------------------|
| <b>Job Code:</b>   | 23                               |
| <b>Exempt:</b>     | Yes                              |
| <b>Department:</b> | Washington County Library System |
| <b>Reports To:</b> | Library Director                 |
| <b>Location:</b>   | Library Administration Office    |

### SUMMARY:

With the Library Director, manages all aspects of the headquarters of the County Library System with 6 municipal libraries and 2 branch libraries including the office staff and branch staff members.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Runs all aspects of the office in the absence of the Director. This duty is performed daily.
- Provides training, consulting, and assist in developing projects for the libraries and staff. This may involve on-site meetings with the municipal library staff. Works one on one with the librarians when they need assistance. This duty is performed as needed.
- Attends Library Board meetings and records and transcribes minutes and maintains other required reports for Library Board meetings. This duty is performed quarterly.
- Oversees or contributes to multiple library services including library software and technology, cataloging and technical processing, and courier services. These are critical services provided to the member libraries and branches. Library cataloging skills are very helpful. This duty is performed daily.
- Directly manage four part-time positions and work with the Library Director to ensure proper management of other headquarters staff and the branch libraries as needed. Hire, train, evaluate and schedule these staff members. This duty is performed daily.
- Work with County IT as needed to manage library software and access and make improvements to our internal network and make improvements in workflow using technology. This duty is performed as needed.
- Assists in the selection and purchase of books, visual materials and audio materials for



## WASHINGTON COUNTY

### *Job Description – Assistant Bookkeeper – Assistant County Library Director*

the Greenland and Winslow branch libraries. Also assists in selection of titles for downloadable materials for the system and Arkansas Library2Go consortium. This duty is performed monthly.

- Works with County officials to provide information required by the County. This duty is performed as needed.
- Explore possible funding sources for the County Library System as a whole and provides assistance to the member libraries in applying for grants, etc. This duty is performed as needed.
- Works with city officials in Greenland and Winslow to make facility improvements within the scope of the Interlocal Agreement with those two cities. This duty is performed as needed.
- With the Library Director works with the County to manage the facility and vehicles when necessary. This duty is performed as needed.
- 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/or EXPERIENCE:**

Master's Degree in Library Science field with an American Library Association (ALA) accredited school plus 5 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.

### **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.

**SOFTWARE SKILLS REQUIRED:**

Advanced: Alphanumeric Data Entry, Database, Word Processing/Typing  
Intermediate: Accounting, Spreadsheet  
Basic: 10-Key, Contact Management, Human Resources Systems, Payroll Systems, Presentation/PowerPoint

**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:**

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:**

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

**ACCURACY:**

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

**ACCOUNTABILITY:**

**FREEDOM TO ACT –**

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

**ANNUAL MONETARY IMPACT –**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower. Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

**IMPACT ON END RESULTS –**

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



**PUBLIC CONTACT:**

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

**EMPLOYEE CONTACT:**

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

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:**

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

**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.

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

**PHYSICAL ACTIVITIES:**

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

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



WASHINGTON COUNTY

*Job Description – Assistant Bookkeeper – Assistant County Library Director*

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

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

# DBCompensation Job Valuing Summary

8.3

SCENARIO **Washington County**  
**August 2021**  
 POSITION **Assistant County Library Director**  
 JOB CODE: **23**

| 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.  | 8      | 315         |
| 3                  | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.                    | 7      | 120         |
| 4                  | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.  | 4A 5   | 6<br>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.                              | 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. | 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 6  | 9<br>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  | 6      | 120         |
| 14                 | Working Conditions   | 2      | 12          |
| 15                 | Physical Demand  | 2      | 8           |
| <b>TOTAL VALUE</b> |  |        | <b>1361</b> |

SIGNED: \_\_\_\_\_



## Calculating employee position total cost for budgeting

as of 01.31.2022

### PCN 060002 Library Assistant Director

| Inclusive items   | How to calculate                                  | Example   |  |
|-------------------|---|-----------|--|
| FT Salary         | Rate x 2080 (80 x 26 pay periods)                 | 37,180.00 | *\$74,360/annual provided by HR grade 23 |
| FICA              | Salary x 7.65%                                    | 2,844.27  | 6 month calculation only                 |
| APERS             | Salary x 15.32%                                   | 5,695.98  |  |
| Health benefit    | \$5,592.00 as of 2022 (\$466/mo x12)              | 2,796.00  |  |
| Life Ins. Benefit | \$132.00 as of 2022 (\$11/mo x 12)                | 66.00     |  |
| Workers Comp      | Clerical .0011 x salary x .87 modifier as of 2022 | 35.58     |  |
|                   |   | 48,617.83 |  |

Ordinance Prep

#### County Library

|                                  |               |           |                                |
|----------------------------------|---------------|-----------|--------------------------------|
| Full Time Salaries               | 30080600.1001 | 37,180.00 |                                |
| Social Security Matching         | 30080600.1006 | 2,844.27  |                                |
| Employer Retirement Contribution | 30080600.1008 | 5,695.98  |                                |
| Health Insurance Matching        | 30080600.1009 | 2,796.00  |                                |
| Workers Compensation             | 30080600.1010 | 35.58     |                                |
| Life Insurance Matching          | 30080600.1016 | 66.00     |                                |
|                                  |               | 48,617.83 | <b>Overall Ordinance Total</b> |

September 17, 2021

Patrick Deakins  
Justice of the Peace  
District 5

Dear Justice Deakins,

Our previous Assistant Director left in 2012 and at that time I made the decision not to rehire so that we could provide more money directly to the libraries. In October of this year I will reach my 30<sup>th</sup> anniversary of working for the County Library System. Before I retire I need to rehire an Assistant Director and train them in both the County requirements and the libraries needs from our department. If that is successful then I plan to retire and the Library Board can then decide on what they would like to pursue after that. I have submitted the job description to Human Resources and the position has been evaluated by the Johanson Group for the job rating. It just needs to go to the JESAP committee in February. In the budget I have presented to the Library Board I have added the cost of a partial year of that position, but have not included it in the County budget.

Thank you for your consideration,

Glenda Audrain  
Director  
Washington County Library System  
[gaudrain@washingtoncountyar.gov](mailto:gaudrain@washingtoncountyar.gov)  
479-442-6253

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE APPROPRIATING \$19,503.29 FROM THE UNAPPROPRIATED RESERVES OF THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE BUILDINGS & GROUNDS MAINTENANCE BUDGET (10000108) FOR 2022.

WHEREAS, several Washington County Buildings & Grounds Department employees have obtained additional industry credentials, completed additional training, or have achieved superior work experience; and

WHEREAS, in accordance with the Washington County Salary Administration Program, the Buildings & Grounds Department desires to compensate those accomplishments with an increase in pay.

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

ARTICLE 1. There is hereby appropriated the total amount of \$19,503.29 from the General Fund (1000) to the following line items in the Buildings & Grounds Maintenance Budget for 2022:

|                            |               |             |
|----------------------------|---------------|-------------|
| Salary Full-Time           | 10000108.1001 | \$15,860.20 |
| Social Security Matching   | 10000108.1006 | 1,213.31    |
| Noncontributory Retirement | 10000108.1008 | 2,429.78    |

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

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BECKY LEWALLEN, County Clerk

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

Committee History:  
Quorum Court History:

**Joseph K. Wood**  
COUNTY JUDGE



**Dwight Gonzales**  
BUILDING & GROUNDS DIRECTOR

**WASHINGTON COUNTY, ARKANSAS**  
**BUILDING AND GROUNDS OFFICE**

January 31, 2022

To: JESAP Committee Members

From: Dwight Gonzales

The following employees have successfully completed additional training, received industry credentials, or has related superior work experience that exceeds the minimum requirements for their positions.

Johnny Peoples (0108011) and William Sconzert (0108100) have successfully completed and been awarded with the Facility Management Professional (FMP) credential. The average worldwide salary increase for this credential is \$5000.00

Justin Hayes (0108050) has successfully completed the Building Operator Certification (BOC). According to a NEEC survey, 55% of graduates received a salary increase that they otherwise would not have received.

Alcibiades Sanchez (0108110), Sandra White (0108104), and Joshua Rhodes (0108106) have Five (5) plus years' experience each, and have consistently exceeded job expectations. Due to the knowledge and experience they have obtained during this time, they far exceed the minimum requirements for this position.

Two (2) vacant janitorial positions (0108112 & 0108113) have had experienced applicants apply, and the starting pay rate has been a hindrance to filling the positions.

**Joseph K. Wood**  
COUNTY JUDGE



**Dwight Gonzales**  
BUILDING & GROUNDS DIRECTOR

**WASHINGTON COUNTY, ARKANSAS**  
**BUILDING AND GROUNDS OFFICE**

January 31, 2022

I would like to request that the named employees above be provided an increase to the amounts listed below. This request is consistent with the Hiring Rate Policy under Washington County's Job Evaluation/Salary Administration Program. I would also like to ask that you make this retroactive back to the first pay period of 2022.

|                               |                  |
|-------------------------------|------------------|
| Johnny Peoples (0108011):     | \$58,489.60/year |
| William Sconzert (0108100):   | \$21.94/hr       |
| Justin Hayes (0108050):       | \$26.93/hr       |
| Alcibiades Sanchez (0108110): | \$12.74/hr       |
| Sandra White (0108104):       | \$12.74/hr       |
| Joshua Rhodes (0108106):      | \$12.49/hr       |
| Vacant (0108112):             | \$12.49/hr       |
| Vacant (0108112):             | \$12.49/hr       |

Thank you for your consideration.

Sincerely,

A handwritten signature in red ink that reads "Dwight Gonzales". The signature is written in a cursive style.

Dwight Gonzales, M.Div., FMP, SFP  
Director of Buildings & Grounds for Washington County

**Buildings & Grounds - Potential pay increases. Starting hourly wage provided by Dwight Gonzales and confirmed by Patty Burchett**

\*calcs are for remaining 23 pay periods in 2022

**FUND 1000**

| PCN     | NAME              | 2022 FINAL BUDGET SALARY | CURRENT GRADE | PROPOSED HOURLY RATE | PROPOSED ANNUAL SALARY | BUDGET INCREASE SALARY | BUDGET INCREASE FICA/MEDI | BUDGET INCREASE APERS | OVERALL TOTAL BUDGET INCREASE |
|---------|-------------------|--------------------------|---------------|----------------------|------------------------|------------------------|---------------------------|-----------------------|-------------------------------|
| 0108011 | PEOPLES, JOHNNY   | \$53,483.00              | 21            | \$28.12              | \$58,489.60            | \$5,006.60             | \$383.00                  | \$767.01              | \$6,156.62                    |
| 0108100 | SCONZERT, WILLIAM | \$40,646.00              | 16            | \$21.94              | \$45,635.20            | \$4,989.20             | \$381.67                  | \$764.35              | \$6,135.22                    |
| 0108112 | VACANT            | \$23,047.00              | 6             | \$12.49              | \$25,979.20            | \$2,932.20             | \$224.31                  | \$449.21              | \$3,605.73                    |
| 0108113 | VACANT            | \$23,047.00              | 6             | \$12.49              | \$25,979.20            | \$2,932.20             | \$224.31                  | \$449.21              | \$3,605.73                    |
|         |                   |                          |               |                      |                        | <b>\$15,860.20</b>     | <b>\$1,213.31</b>         | <b>\$2,429.78</b>     | <b>\$19,503.29</b>            |

**THESE PCN'S HAVE ENOUGH BUDGETED ALREADY TO COVER THE NEWLYPROPOSED HOURLY RATE - I DID NOT INCLUDE THEM IN THE ORDINANCE TOTALS BELOW**

|         |                     |             |   |         |             |           |          |          |           |
|---------|---------------------|-------------|---|---------|-------------|-----------|----------|----------|-----------|
| 0108104 | WHITE, SANDRA       | \$26,972.00 | 6 | \$12.74 | \$26,499.20 | -\$472.80 | -\$36.17 | -\$72.43 | -\$581.40 |
| 0108106 | RHONDES, JOSHUA     | \$26,179.00 | 6 | \$12.49 | \$25,979.20 | -\$199.80 | -\$15.28 | -\$30.61 | -\$245.69 |
| 0108110 | SANCHEZ, ALCIBIADES | \$26,972.00 | 6 | \$12.74 | \$26,499.20 | -\$472.80 | -\$36.17 | -\$72.43 | -\$581.40 |

Ordinance Prep Lines

|               |                                  |  |
|---------------|----------------------------------|--|
| 10000108.1001 | SALARIES FULL TIME               | \$15,860.20                                    |
| 10000108.1006 | SOCIAL SECURITY MATCHING         | \$1,213.31                                     |
| 10000108.1008 | EMPLOYER RETIREMENT CONTRIBUTION | \$2,429.78                                     |
|               |                                  | <b>\$19,503.29 OVERALL TOTAL FOR ORDINANCE</b> |

**ORDINANCE NO. 2022-**

**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 GRADE OF  
THE GIS MAPPING SPECIALIST POSITION  
IN THE IT BUDGET; AND APPROPRIATING  
\$57,544.06 FROM VARIOUS FUNDS TO  
VARIOUS BUDGETS FOR 2022.**

**WHEREAS**, the Washington County Information Technology  
Department requested the GIS Mapping Specialist Position in its 2022 Budget; and

**WHEREAS**, that position was originally created to reflect  
certain job responsibilities and duties; and

**WHEREAS**, as a result of additional job responsibilities and  
duties assigned to that position, the position was regraded to reflect those changes.

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

**ARTICLE 1.** The grade of the personnel position GIS  
Mapping Specialist, Grade 16 (Position 0115062) in the Information Technology Budget  
of the General Fund (10000115) and in the Road Department Budget in the Road Fund  
(20000200), is hereby changed to Grade 26 for 2022.

**ARTICLE 2.** There is hereby appropriated \$28,772.03 from  
the unappropriated reserves of the Road Fund (2000) to the following line items in the  
Road Department Budget for 2022:

|                            |               |             |
|----------------------------|---------------|-------------|
| Salary Full-Time           | 20000200.1001 | \$23,397.60 |
| Social Security Matching   | 20000200.1006 | 1,789.92    |
| Noncontributory Retirement | 20000200.1008 | 3,584.51    |



42 **ARTICLE 3.** There is hereby appropriated \$28,772.03 from  
43 the unappropriated reserves of the General Fund (1000) to the following line items in the  
44 Information Technology Budget for 2022:

|    |                            |               |             |
|----|----------------------------|---------------|-------------|
| 45 |                            |               |             |
| 46 | Salary Full-Time           | 10000115.1001 | \$23,397.60 |
| 47 | Social Security Matching   | 10000115.1006 | 1,789.92    |
| 48 | Noncontributory Retirement | 10000115.1008 | 3,584.51    |
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60 JOSEPH K. WOOD, County Judge

\_\_\_\_\_ DATE

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66 BECKY LEWALLEN, County Clerk

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70 Introduced by: JP Lisa Ecke

71 Date of Adoption:

72 Members Voting For:

73 Members Voting Against:

74 Members Abstaining:

75 Members Absent:

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78 Committee History:

79 Quorum Court History:

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Date Revised: January 25, 2022

## GIS Manager

|                    |                              |
|--------------------|------------------------------|
| <b>Job Code:</b>   | 26                           |
| <b>Exempt:</b>     | Yes                          |
| <b>Department:</b> | Information Technology       |
| <b>Reports To:</b> | Technology Director          |
| <b>Location:</b>   | Washington County Courthouse |

### SUMMARY:

The GIS Manager directs, coordinates, and monitors Washington County's Geographic Information System (GIS) activities in the County Judge's Office, Assessor's Office, Sheriff's Office, the Department of Emergency Management, the County Clerk's Office, the Road Department, and the Planning Department. The position creates a clear vision for enterprise GIS development to support the GIS goals of the 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 county mapping functions are fulfilled. The incumbent coordinates with the Information Technology Director and other Information Technology staff, elected official and department heads, regarding GIS support functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates custom GIS applications to meet specific user needs, ranging from spatial data conversion programs to interface designs that support inexperienced users.
- Participates in the planning and design of enterprise GIS architecture, in coordination with the IT Director and IT Staff.
- Understands customer requirements and develops GIS applications, GIS mapping responsibilities, countywide mapping functions, and automation tools to meet the County's business needs.



## WASHINGTON COUNTY

*Job Description – GIS Manager*

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- Creates and maintain process automation related to data maintenance.
- Develops and maintain geospatial datasets.
- Maintains GIS software programs for County Offices.
- Responsible for GIS Analysis, GIS Modeling, Data Integration & Conversion, Geocoding, and Geomatics.
- Responsible for supervising a team of 2-3 GIS technicians in multiple offices, including work assignments, delegation and oversight.
- Serves as subject matter expert on GIS and assures effective communication of GIS system issues.
- 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.
- Analyzes spatial data to discover patterns and trends through the use of ESRI software.
- Recommends new GIS technologies and techniques for application development.
- Mentors Junior and Mid-level GIS team members to ensure skills transfer for systems under this position's oversight.
- Serves as final tier of internal support escalation for GIS Systems.
- Leads large scale GIS projects for the IT Department under the guidance of the IT Director and IT Project Manager.
- Conducts use-case analysis of business functions to establish GIS application requirements and geospatial data model requirements.
- Participates in the creation of enterprise GIS documents (policies, standards, baselines, guidelines and procedures) in coordination with the IT.
- Develops mapping applications and tools.
- Provides quality assurance/quality control (QA/QC) of GIS data entry and related GIS application integration.
- Produces reports that utilize geographic data.



## WASHINGTON COUNTY

*Job Description – GIS Manager*

- Attend GIS and, attend conferences as an attendee and speaker, and participate in Northwest Arkansas Regional Planning meetings.
- Performs 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.
- Provides technical assistance and support for GIS users, including troubleshooting, diagnostics, problem resolution and general question response.
- Develops web mapping applications and geo-processing tools to support GIS.
- Conducts end user training and develop end user documentation, which may include classroom and face to face training.
- Manages special projects, which may include prioritizing, training and guiding other employees in the Countyt.
- Coordinates with other governmental entities to ensure compatibility of data, and compliance with regional and state standards.
- Meets with supervisors, vendors, and others to solicit cooperation and resolve problems.
- Responds in a courteous and professional manner to requests for information and services from
- County staff, citizens, other governmental agencies, businesses, and non-profit organizations.
- 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.
- Carries out duties independently with little to no supervision.
- 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**

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 is also preferred. 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.

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.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

ESRI ArcGIS Enterprise Administration, ESRI ArcGIS Geodata Management, and ESRI ArcGIS Desktop Professional.

## **SOFTWARE SKILLS REQUIRED**

Advanced: Database, Other, Programming Languages

Basic: Alphanumeric Data Entry, Word Processing/Typing

## **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.

## **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.

### **MATHEMATICAL SKILL**

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.

### **SOFTWARE SKILLS REQUIRED**

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing  
Basic: Contact Management, Presentation/PowerPoint

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.

### **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.



## **SUPERVISORY RESPONSIBILITIES**

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.

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





WASHINGTON COUNTY  
*Job Description – GIS Manager*

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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.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

FUND 1000

| PCN     | TITLE                          | 2022 FINAL    | 2022 FINAL   | 2022 SALARY    | 2022 GRADE | BUDGET INCREASE    | BUDGET INCREASE   | BUDGET INCREASE   | OVERALL TOTAL      |
|---------|--------------------------------|---------------|--------------|----------------|------------|--------------------|-------------------|-------------------|--------------------|
|         |                                | BUDGET SALARY | BUDGET GRADE | UPDATE REQUEST | CHANGE     | SALARY             | FICA/MEDI         | APERS             |                    |
|         |                                |               |              |                |            | LINE 1001          | LINE 1006         | LINE 1008         | INCREASE           |
| 0115062 | GIS MAPPING SPECIALIST         | \$20,324.00   | 16           | \$43,721.60    | 26         | \$23,397.60        | \$1,789.92        | \$3,584.51        | \$28,772.03        |
| 0115062 | *Road portion of this position | \$20,324.00   | 16           | \$43,721.60    | 26         | \$23,397.60        | \$1,789.92        | \$3,584.51        | \$28,772.03        |
|         |                                |               |              |                |            | <b>\$46,795.20</b> | <b>\$3,579.83</b> | <b>\$7,169.02</b> | <b>\$57,544.06</b> |

Ordinance Lines

INFORMATION TECHNOLOGY

|               |                                  |  |
|---------------|----------------------------------|--|
| 10000115.1001 | SALARIES FULL TIME               | \$23,397.60                                |
| 10000115.1006 | SOCIAL SECURITY MATCHING         | \$1,789.92                                 |
| 10000115.1008 | EMPLOYER RETIREMENT CONTRIBUTION | \$3,584.51                                 |
| 20000200.1001 | SALARIES FULL TIME               | \$23,397.60                                |
| 20000200.1006 | SOCIAL SECURITY MATCHING         | \$1,789.92                                 |
| 20000200.1008 | EMPLOYER RETIREMENT CONTRIBUTION | \$3,584.51                                 |
|               |                                  | <b>\$57,544.06 OVERALL ORDINANCE TOTAL</b> |



42 **ARTICLE 4.** The grade of the personnel position Juvenile  
43 Intake/Diversion Officer Multi., Grade 19 (Position 0408004) in the Circuit Court VIII  
44 Budget of the General Fund (10000408), is hereby changed to Grade 17 for 2022.

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46 **ARTICLE 5.** The grades of the personnel positions Juvenile  
47 Officer/Multilingual, Grade 18 (Positions 0408005, 0408006) in the Circuit Court VIII  
48 Budget of the General Fund (10000408), are hereby changed to Grade 16 for 2022.

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50 **ARTICLE 6.** The grades of the personnel positions Juvenile  
51 Probation/FINS Officer, Grade 17 (Positions 0408007, 0408009, and 0408010) in the  
52 Circuit Court VIII Budget of the General Fund (10000408), are hereby changed to Grade  
53 16 for 2022.

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55 **ARTICLE 7.** There is hereby appropriated \$119,445.43 from  
56 the unappropriated reserves of the General Fund (1000) to the following line items in the  
57 Circuit Court VIII Budget for 2022:

|    |                            |               |             |
|----|----------------------------|---------------|-------------|
| 58 |                            |               |             |
| 59 | Salary Full-Time           | 10000408.1001 | \$97,133.80 |
| 60 | Social Security Matching   | 10000408.1006 | 7,430.74    |
| 61 | Noncontributory Retirement | 10000408.1008 | 14,880.90   |
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JOSEPH K. WOOD, County Judge

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75 BECKY LEWALLEN, County Clerk

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79 Introduced by: JP Lisa Ecke  
80 Date of Adoption:  
81 Members Voting For:  
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83 Members Voting Against:  
84 Members Abstaining:  
85 Members Absent:  
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88 Committee History:  
89 Quorum Court History:  
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**DIANE WARREN**  
Circuit Judge

## STATE OF ARKANSAS

CIRCUIT COURTS  
WASHINGTON COUNTY  
MADISON COUNTY

11.2  
STACY BARNES  
TRIAL COURT ADMINISTRATOR  
[sbarnes@washingtoncountyar.gov](mailto:sbarnes@washingtoncountyar.gov)

RALENN MCBEE  
OFFICIAL COURT REPORTER  
[rmcbee@washingtoncountyar.gov](mailto:rmcbee@washingtoncountyar.gov)

DEPUTY ALLEN LOTT  
COURT BAILIFF  
[alott@washingtoncountyar.gov](mailto:alott@washingtoncountyar.gov)

Date: January 31, 2022

To: JESAP Committee Members

From: Honorable Judge Diane Warren

Ashley Bush has worked as a Springdale Police Officer over the past year. Ashley has also worked as an Investigator with the Department of Family and Protective Services. She obtained her BA in Psychology of Human Behavior from the University of the Ozarks in Clarksville, Arkansas. In addition Ashley has worked as a registered behavioral therapist. Ashley has directly worked with children and their families in many ways that directly relate to being a juvenile officer and that go above the spectrum of a juvenile officer's duties. Ashley has consistently exceeded job expectations. Due to the knowledge and experience she has obtained previously, she far exceeds the minimum requirements for this position.

I would like to request that Ashley Bush be provided an increase in the amount of \$.80 per hour. This would bring her in just above the minimum of the grade 16 pay range with a starting rate of \$18.61 per hour. This request is consistent with the Hiring Rate Policy under Washington County's Job Evaluation/Salary Administration Program. I would also like to ask that you make this retroactive back to her hire date of January 31, 2022.

Thank you for your consideration.

Sincerely,

**Honorable Judge Diane Warren**  
Washington County, Arkansas



**DIANE WARREN**  
Circuit Judge

## STATE OF ARKANSAS

CIRCUIT COURTS  
WASHINGTON COUNTY  
MADISON COUNTY

STACY BARNES  
TRIAL COURT ADMINISTRATOR  
[sbarnes@washingtoncountyar.gov](mailto:sbarnes@washingtoncountyar.gov)

RALENN MCBEE  
OFFICIAL COURT REPORTER  
[rmcbee@washingtoncountyar.gov](mailto:rmcbee@washingtoncountyar.gov)

DEPUTY ALLEN LOTT  
COURT BAILIFF  
[alott@washingtoncountyar.gov](mailto:alott@washingtoncountyar.gov)

Date: January 31, 2022

To: JESAP Committee Members

From: Honorable Judge Diane Warren

Jatori Harris has worked as a peer and family advocate for over 10 years with San Bernardino County Children & Family Services in California. In that position Jatori has worked directly with juveniles, parents, and care takers. This direct knowledge and experience makes him very valuable as a juvenile officer. In addition Jatori has worked as an instructor for literacy, visual, and performing arts for social emotional learning curriculum to youth and incarcerated adults. Jatori has consistently exceeded job expectations. Due to the knowledge and experience he has obtained during this time, he far exceeds the minimum requirements for this position.

I would like to request that Jatori Harris be provided an increase in the amount of \$.99 per hour. This would bring him in at the half minimum/middle of the grade 16 pay range with a starting rate of \$18.80 per hour. This request is consistent with the Hiring Rate Policy under Washington County's Job Evaluation/Salary Administration Program. I would also like to ask that you make this retroactive back to his hire date of January 20, 2022.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Diane Warren".

**Honorable Judge Diane Warren**  
Washington County, Arkansas



**DIANE WARREN**  
Circuit Judge

## STATE OF ARKANSAS

**CIRCUIT COURTS  
WASHINGTON COUNTY  
MADISON COUNTY**

STACY BARNES  
TRIAL COURT ADMINISTRATOR  
[sbarnes@washingtoncountyar.gov](mailto:sbarnes@washingtoncountyar.gov)

RALENN MCBEE  
OFFICIAL COURT REPORTER  
[rmcbee@washingtoncountyar.gov](mailto:rmcbee@washingtoncountyar.gov)

DEPUTY ALLEN LOTT  
COURT BAILIFF  
[alott@washingtoncountyar.gov](mailto:alott@washingtoncountyar.gov)

Date: January 31, 2022

To: JESAP Committee Members

From: Honorable Judge Diane Warren

Cassandra Fields has served Washington County for 14 years. She began as an Adult Detention Officer at the Washington County Detention Center and has risen to the rank of Corporal. All of the years she has served the county give her the specific experience needed to continue her career as a Juvenile Intake/Diversion Officer. The time spent at the Adult Detention Center gave her the knowledge of how to handle adult individuals in high stress situations. This knowledge and experience makes her very valuable as a juvenile intake officer. In addition Cassandra has worked as a Residential Supervisor for the Arkansas Department of Community Corrections at the Northwest Arkansas Community Correction Center in Fayetteville. She has obtained over 40 certifications and completed over 200 hours of continuing education in several related areas such as racial profiling. Cassandra has consistently exceeded job expectations and has continued to prove her dedication to Washington County. Due to the knowledge and experience she has obtained during this time, she far exceeds the minimum requirements for this position.

I would like to request that Cassandra Fields be provided an increase in the amount of \$2.07 per hour. This would bring her in at the middle of the grade 17 pay range with a starting rate of \$20.68 per hour. This request is consistent with the Hiring Rate Policy under Washington County's Job Evaluation/Salary Administration Program. I would also like to ask that you make this retroactive back to her hire date of February 14, 2022.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Diane Warren".

**Honorable Judge Diane Warren**  
Washington County, Arkansas





**DIANE WARREN**  
Circuit Judge

## STATE OF ARKANSAS

**CIRCUIT COURTS  
WASHINGTON COUNTY  
MADISON COUNTY**

STACY BARNES  
TRIAL COURT ADMINISTRATOR  
[sbarnes@washingtoncountyar.gov](mailto:sbarnes@washingtoncountyar.gov)

RALENN MCBEE  
OFFICIAL COURT REPORTER  
[rmcbee@washingtoncountyar.gov](mailto:rmcbee@washingtoncountyar.gov)

DEPUTY ALLEN LOTT  
COURT BAILIFF  
[alott@washingtoncountyar.gov](mailto:alott@washingtoncountyar.gov)

Date: January 31, 2022

To: JESAP Committee Members

From: Honorable Judge Diane Warren

Kelly Shelton has worked for the State of Arkansas for over twelve years. She has served as a child support specialist, an intake officer, and an adult probation/parole officer. Kelly has extensive experience working in probation and parole. This specific experience makes her extremely valuable as a juvenile officer. Kelly has consistently exceeded job expectations. Due to the knowledge and experience she has obtained previously, she far exceeds the minimum requirements for this position.

I would like to request that Kelly be provided an increase in the amount of \$1.98 per hour. This would bring her in at the middle of the grade 16 pay range with a starting rate of \$19.79 per hour. This request is consistent with the Hiring Rate Policy under Washington County's Job Evaluation/Salary Administration Program. I would also like to ask that you make this retroactive back to her hire date of February 14, 2022.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Diane Warren".

**Honorable Judge Diane Warren**  
Washington County, Arkansas

FUND 1000

| PCN    | TITLE                                    | 2022 FINAL    | 2022 FINAL   | 2022 SALARY    | 2022 GRADE | BUDGET INCREASE    | BUDGET INCREASE   | BUDGET INCREASE    | OVERALL TOTAL       |
|--------|--|---------------|--------------|----------------|------------|--------------------|-------------------|--------------------|---------------------|
|        |  | BUDGET SALARY | BUDGET GRADE | UPDATE REQUEST | CHANGE     | SALARY             | FICA/MEDI         | APERS              |                     |
|        |  |               |              |                |            | LINE 1001          | LINE 1006         | LINE 1008          |                     |
| 408001 | Director/Lead Juvenile Officer/SPO       | \$49,213.00   | 21           | \$69,971.20    | 22         | \$20,758.20        | \$1,588.00        | \$3,180.16         | \$25,526.36         |
| 408002 | Lead Juvenile Officer                    | \$45,948.00   | 20           | \$54,662.40    | 18         | \$8,714.40         | \$666.65          | \$1,335.05         | \$10,716.10         |
| 408003 | Juvenile Intake/Diversion Officer        | \$40,997.00   | 18           | \$51,625.60    | 17         | \$10,628.60        | \$813.09          | \$1,628.30         | \$13,069.99         |
| 408004 | Juvenile Intake/Diversion Officer Multi. | \$43,472.00   | 19           | \$51,625.60    | 17         | \$8,153.60         | \$623.75          | \$1,249.13         | \$10,026.48         |
| 408005 | Juvenile Officer/Multilingual            | \$40,997.00   | 18           | \$49,400.00    | 16         | \$8,403.00         | \$642.83          | \$1,287.34         | \$10,333.17         |
| 408006 | Juvenile Officer/Multilingual            | \$40,997.00   | 18           | \$49,400.00    | 16         | \$8,403.00         | \$642.83          | \$1,287.34         | \$10,333.17         |
| 408007 | Juvenile Probation/FINS Officer          | \$38,709.00   | 17           | \$49,400.00    | 16         | \$10,691.00        | \$817.86          | \$1,637.86         | \$13,146.72         |
| 408009 | Juvenile Probation/FINS Officer          | \$38,709.00   | 17           | \$49,400.00    | 16         | \$10,691.00        | \$817.86          | \$1,637.86         | \$13,146.72         |
| 408010 | Juvenile Probation/FINS Officer          | \$38,709.00   | 17           | \$49,400.00    | 16         | \$10,691.00        | \$817.86          | \$1,637.86         | \$13,146.72         |
|        |  |               |              |                |            | <b>\$97,133.80</b> | <b>\$7,430.74</b> | <b>\$14,880.90</b> | <b>\$119,445.43</b> |

Ordinance Lines

CIRCUIT COURT VIII

|               |                                  |   |
|---------------|----------------------------------|---|
| 10000408.1001 | SALARIES FULL TIME               | \$97,133.80                                 |
| 10000408.1006 | SOCIAL SECURITY MATCHING         | \$7,430.74                                  |
| 100004081008  | EMPLOYER RETIREMENT CONTRIBUTION | \$14,880.90                                 |
|               |                                  | <b>\$119,445.43 OVERALL ORDINANCE TOTAL</b> |

**Date Revised: December 6, 2021**

## **Director/Lead Juvenile Officer - SPO**

**Job Code:** 22  
**Exempt:** Yes  
**Department:** Circuit Court VIII  
**Reports To:** Circuit Judge  
**Location:** Washington County Courthouse

### **SUMMARY:**

The Washington County Division 8 Director/Lead Juvenile Officer serves directly under the elected judge and is responsible for supervision of all Juvenile Probation staff, management of Juvenile Probation Office, Liaison between the court, probation office, and community agencies.

The director must be familiar with all professional work including but not limited to supervising juveniles placed on probation, FINS supervision, or supervised conditions of release, assessing juvenile probationers and status offenders, drug screening, meeting with the court-involved youth to ensure adherence to orders of the court and terms and conditions of probation, maintaining records of activities and status, preparing case plans, providing clients with limited counseling and referring clients to probation assistance programs, and conferring with law enforcement and court personnel in matters pertaining to violation of probation by clients. Employee is subject to the usual potential hazards of contact with legally delinquent juveniles.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Requires considerable knowledge of the practices and procedures of the juvenile court system, including confidentiality requirements and common provisions and requirements for probation of juvenile offenders at least within the State of Arkansas and preferably in Faulkner County, Arkansas.
- Requires general knowledge of interviewing techniques and procedures.
- Requires general knowledge of the social and economic factors in the community and the motivation factors and needs of legally delinquent juveniles.
- Requires general knowledge of counseling practices and behavioral modification techniques.
- Requires general knowledge of the various human services available to juveniles through probation assistance programs.
- Requires general knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state or local laws, rules and regulations.
- Requires some knowledge of practices and procedures involved in juvenile detention



## WASHINGTON COUNTY

### *Job Description – Director/Lead Juvenile Officer – SPO*

management.

- Requires some knowledge of state and local laws and ordinances pertaining to the commitment, confinement and release of juvenile detainees.
- Requires the ability to research program documents and narrative materials, and to compile reports from information gathered.
- Requires the ability to maintain moderately complex records and files.
- Requires the ability to exercise initiative and independent judgment in analyzing and applying standards to a variety of situations.
- Requires the ability to explain program rules, regulations and requirements.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for assessment, juvenile probation data base entry, case management, and
- Requires the ability to use computers for word-processing, reports, and/or accounting purposes.
- All 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.

- Eligible for certification within six (6) months as a Juvenile Probation Officer by the Arkansas Office of the Courts.
- Possession of a valid Arkansas driver's license OR MUST be able to obtain a State of Arkansas driver's license within 90 days.
- Officer must be of good moral character and at least 21 years of age.
- Must be able to pass an ACIC Criminal History background check.

### **EDUCATION and/or EXPERIENCE:**

A bachelor's degree AND one year of experience in a social service, community, corrections or juvenile agency that deals with offenders or disadvantaged persons. **Internships may be counted toward meeting one year's experience based on actual hours completed when the duties performed were related to the field of juvenile justice;**

A bachelor's degree AND one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the Washington County Juvenile Court.

A combination of work and education may be used at the Judge's discretion to substitute for the above requirements.



**COMMUNICATION SKILLS:**

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

**MATHEMATICAL SKILLS:**

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

**CRITICAL THINKING SKILLS:**

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

**SOFTWARE SKILLS REQUIRED:**

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

**INITIATIVE AND INGENUITY –**

**SUPERVISION RECEIVED:**

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

**PLANNING:**

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

**DECISION MAKING:**

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



**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.

Must be physically able to operate a variety of machinery and equipment. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Must have minimal levels of eye, hand, and foot coordination. Position requires color, depth, and texture perception as well as the ability to see, hear, taste, and speak.

**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.

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

# DBCompensation Job Valuing Summary

11.5

SCENARIO **Washington County  
January 2022**  
 POSITION **Director/Lead Juvenile Officer - SPO**  
 JOB CODE: **22**

| FACTOR             | BASIS FOR JOB VALUING  | DEGREE       | VALUE                  |
|--------------------|--|--------------|------------------------|
| 1                  | Experience-General: Minimum time to become familiar with requirements of the job.  | <b>9</b>     | <b>104</b>             |
| 2                  | Experience-Minimum time to become familiar with management requirements of the job.  | <b>6</b>     | <b>215</b>             |
| 3                  | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.                    | <b>5</b>     | <b>70</b>              |
| 4                  | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.  | 4A <b>5</b>  | <b>8</b><br><b>80</b>  |
|                    |  | 4B <b>5</b>  |                        |
|                    |  | 4C <b>6</b>  |                        |
| 5                  | Mental Demand: Measure of degree of concentration and sensory alertness.   | <b>6</b>     | <b>90</b>              |
| 6                  | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.                              | <b>7</b>     | <b>200</b>             |
| 7                  | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.                          | <b>5</b>     | <b>100</b>             |
| 8                  | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | <b>5</b>     | <b>48</b>              |
| 9                  | Responsibility for Accuracy: Opportunity for and probable effect of errors.  | <b>4</b>     | <b>44</b>              |
| 10                 | Accountabilities: Freedom to act, monetary impact, and impact on end results.  | 10A <b>6</b> | <b>9</b><br><b>110</b> |
|                    |  | 10B <b>1</b> |                        |
|                    |  | 10C <b>3</b> |                        |
| 11                 | Contacts with Public: Responsibility for effective handling of contacts.   | <b>5</b>     | <b>80</b>              |
| 12                 | Contacts with Employees: Responsibility for effective handling of others.  | <b>5</b>     | <b>49</b>              |
| 13                 | Machine-Computer Operations  | <b>4</b>     | <b>38</b>              |
| 14                 | Working Conditions   | <b>7</b>     | <b>60</b>              |
| 15                 | Physical Demand  | <b>2</b>     | <b>8</b>               |
| <b>TOTAL VALUE</b> |  |              | <b>1296</b>            |

SIGNED: \_\_\_\_\_



Date Revised: December 14, 2021

## Juvenile Intake/Diversion Officer Multilingual

|                    |                              |
|--------------------|------------------------------|
| <b>Job Code:</b>   | 17                           |
| <b>Exempt:</b>     | No                           |
| <b>Department:</b> | Circuit Court VIII           |
| <b>Reports To:</b> | Circuit Judge                |
| <b>Location:</b>   | Washington County Courthouse |

### SUMMARY:

The Washington County Juvenile Intake/Diversion Officer Multilingual is responsible for screening referrals made to the Court from schools, police departments, and family members. Within this position the employee will be required to have multilingual abilities that are fluent specifically in Spanish and Marshallese dialects. The Intake Officer will establish an atmosphere of care, concern, and consistency in making determinations as to the proper course of action in these cases. The Intake Officer will compile information to be presented in Court as recommendations for consequences and possible treatment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- On-Call Intake Officer for Law Enforcement/School Resource Officers
  - i. Receive calls from law enforcement and make detain/cite decisions during court hours
  - ii. Monday through Friday, 8:00 a.m. – 4:30 p.m.
  - iii. Advise Chief of Staff, Prosecutor, Public Defender, Parent, and Case Coordinator of detention and need for detention hearing.
  - iv. Contact law enforcement for either officer appearance and/or officer's report for detention hearing.
  - v. Attend detention hearing and coordinate information sharing between parties.
  - vi. Coordinate with after-hours on-call officer to schedule hearings, etc.
- Conference with walk-in Citizen Complaint Cases
  - i. Obtain statement of problem and fact sheet from party filing complaint or citation from law enforcement;
  - ii. Establish a comfortable atmosphere in a non-judgmental way in order to obtain family background, current problems and past attempts at problem resolution.
  - iii. Determine if a complaint should be forwarded to the Prosecuting Attorney or if some lesser form of Intake intervention or community agency referral is more appropriate.
- Schedule and Meet with Cited Juvenile and her/his family





## WASHINGTON COUNTY

### *Job Description – Juvenile Intake/Diversion Officer Multilingual*

- Check Contexte and Court Connect for previous cases and any outstanding warrants or pick up orders for juvenile or family.
- Complete OYAS to determine if case meets criteria for Diversion and if so, make parents and child aware of their responsibilities toward education and home rules.
- Provide juvenile and family with court date for first appearance.
- Schedule conference date with all relevant parties and schedule RABS assessments with Staff members including IO; Copy Chief of Staff.
- Receive Chief of Staff edited Pre-Disposition Reports, review and staff any changes in recommendations, and forward to Judge’s Law Clerk, Prosecuting Attorney, Public Defender/other Defense Attorney a minimum of seven (7) days in advance of 1<sup>st</sup> appearances.
- Schedule first appearances with Judge’s Case Coordinator
- Staff with Chief of Staff with recommendations for assignment of cases to JPOs.
- Courtroom Monitor
  - i. Attend pre-dispositional court hearings for cases assigned.
  - ii. Prepare and maintain necessary records for assignment to JPO during adjudication
- Perform any other duties as deemed necessary and proper by the Chief of Staff or the Judge.
- Represent the Court and the Judge in the Community.
- All 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.

- Eligible for certification within six (6) months as a Juvenile Probation Officer by the Arkansas Office of the Courts.
- Possession of a valid Arkansas driver’s license OR MUST be able to obtain a State of Arkansas driver’s license within 90 days.
- Officer must be of good moral character and at least 21 years of age.
- Must be able to pass an ACIC Criminal History background check.
- Must have multilingual abilities that are fluent specifically in Spanish and Marshallese dialects.

### **EDUCATION and/or EXPERIENCE:**

- Minimum of earned Bachelor’s Degree, preferably in one of the behavioral sciences, such as psychology, sociology, or social work.
- A combination of work and education may be used at the Judge’s discretion to substitute for the above requirements.



**OTHER SKILLS and ABILITIES:**

Personal Qualities:

- i. Motivation and ability to work with troubled youth;
- ii. Knowledge of adolescence and family dynamics;
- iii. Ability to work with and relate to other professionals;
- iv. Excellent verbal and writing communication skills;
- v. Ability to work and function as a team member.

Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook and Excel. Additional ability to learn to conduct OYAS, SAVRY, MAYSI-2, and CRAFFT Assessments and entry to appropriate Database.

**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 position, the employee is regularly required to sit; use hands and fingers to handle, or feel objects; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

# DBCompensation Job Valuing Summary

11.7

SCENARIO **Washington County**  
**January 2022**  
 POSITION **Juvenile Intake Officer/DO Multilingual CC VIII**  
**JOB CODE: 17**

| FACTOR             | BASIS FOR JOB VALUING  | DEGREE | VALUE      |
|--------------------|--|--------|------------|
| 1                  | Experience-General: Minimum time to become familiar with requirements of the job.  | 7      | 74         |
| 2                  | Experience-Minimum time to become familiar with management requirements of the job.  | 0      |            |
| 3                  | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.                    | 5      | 70         |
| 4                  | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.  | 4A 5   | 6<br>50    |
|                    |  | 4B 4   |            |
|                    |  | 4C 4   |            |
| 5                  | Mental Demand: Measure of degree of concentration and sensory alertness.   | 4      | 49         |
| 6                  | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.                              | 6      | 100        |
| 7                  | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.                          | 0      |            |
| 8                  | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 4      | 32         |
| 9                  | Responsibility for Accuracy: Opportunity for and probable effect of errors.  | 5      | 57         |
| 10                 | Accountabilities: Freedom to act, monetary impact, and impact on end results.  | 10A 5  | 8<br>90    |
|                    |  | 10B 1  |            |
|                    |  | 10C 3  |            |
| 11                 | Contacts with Public: Responsibility for effective handling of contacts.   | 5      | 80         |
| 12                 | Contacts with Employees: Responsibility for effective handling of others.  | 5      | 49         |
| 13                 | Machine-Computer Operations  | 4      | 38         |
| 14                 | Working Conditions   | 7      | 60         |
| 15                 | Physical Demand  | 2      | 8          |
| <b>TOTAL VALUE</b> |  |        | <b>757</b> |

SIGNED: \_\_\_\_\_

**Date Revised: December 8, 2021**

## **Juvenile Officer/Multilingual**

**Job Code:** 16  
**Exempt:** No  
**Department:** Juvenile Court Division VIII  
**Reports To:** Circuit Court Judge & Director of Juvenile Court  
**Location:** Washington County Juvenile Court

### **SUMMARY:**

The Washington County Juvenile Officer/Multilingual performs professional work supervising juveniles placed on probation, FINS Order, or supervised conditions of release. Work involves assessing juvenile probationers and status offenders, meeting with the court-involved youth to ensure adherence to orders of the court and terms and conditions of probation; maintaining records of activities and status. Within this position the employee will be required to have multilingual abilities that are fluent specifically in Spanish and Marshallese dialects. Employee is also responsible for providing clients with limited counseling and referring clients to probation assistance programs, and conferring with law enforcement and court personnel in matters pertaining to violation of probation by clients. Duties assigned to employees in the job title vary according to division assignments and/or allocation of workload. Employee is subject to the usual potential hazards of contact with legally delinquent juveniles.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Documents all contacts with juveniles and others involved, as well as activities and information in their case in the Court's database.
- Answers phone calls, check-ins, and e-mails; prepares correspondence as necessary.
- Drug screens and documents results; reviews and reports school attendance, grades, and behavior.
- Prepares Case Plans or Case Plan Reviews along with all information needed for case. Attends court as necessary; checks over all paperwork; enters all adjudication information into the computer.
- Refers sex offenders for required risk assessments
- Sends copy of sex offender registration to proper law enforcements agency/& Orders to Cease.
- Requires considerable knowledge of the practices and procedures of the juvenile court system, including confidentiality requirements and common provisions and requirements for probation of juvenile offenders at least within the State of Arkansas and preferably in Faulkner County, Arkansas.
- Requires general knowledge of interviewing techniques and procedures.



## WASHINGTON COUNTY

### *Job Description – Juvenile Officer/Multilingual*

- Requires general knowledge of the social and economic factors in the community and the motivation factors and needs of legally delinquent juveniles.
- Requires general knowledge of counseling practices and behavioral modification techniques.
- Requires general knowledge of the various human services available to juveniles through probation assistance programs.
- Requires general knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state or local laws, rules and regulations.
- Requires some knowledge of practices and procedures involved in juvenile detention management.
- Requires some knowledge of state and local laws and ordinances pertaining to the commitment, confinement and release of juvenile detainees.
- Requires the ability to research program documents and narrative materials, and to compile reports from information gathered.
- Requires the ability to maintain moderately complex records and files.
- Requires the ability to exercise initiative and independent judgment in analyzing and applying standards to a variety of situations.
- Requires the ability to explain program rules, regulations and requirements.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for assessment, juvenile probation data base entry, case management, and
- Requires the ability to use computers for word-processing, reports, and/or accounting purposes.
- Perform any other related duties as required or assigned.

### **QUALIFICATION REQUIREMENTS:**

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.

- Officer must be of good moral character and at least 21 years of age.
- Must be able to pass an ACIC Criminal History background check.
- Eligible for certification within six (6) months as a Juvenile Probation Officer by the Arkansas Office of the Courts.
- Possession of a valid Arkansas driver's license OR MUST be able to obtain a State of Arkansas driver's license within 90 days.
- Must have multilingual abilities that are fluent specifically in Spanish and Marshallese dialects.



**EDUCATION and/or EXPERIENCE:**

- A bachelor's degree AND one year of experience in a social service, community, corrections or juvenile agency that deals with offenders or disadvantaged persons. **Internships may be counted toward meeting one year's experience based on actual hours completed when the duties performed were related to the field of juvenile justice;**
- A bachelor's degree AND one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the County Juvenile Court.
- A combination of work and education may be used at the Judge's discretion to substitute for the above requirements.

**OTHER SKILLS and ABILITIES**

**COMMUNICATION SKILLS –**

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

**MATHEMATICAL SKILLS –**

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

**CRITICAL THINKING SKILLS –**

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

**SOFTWARE SKILLS REQUIRED –**

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

**INITIATIVE AND INGENUITY:**

**SUPERVISION RECEIVED –**

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

**PLANNING –**

Considerable responsibility with regard to general assignments in planning time, method,



manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

**DECISION MAKING –**

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

**ANALYTICAL ABILITY / PROBLEM SOLVING:**

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

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:**

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

**ACCURACY:**

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

**ACCOUNTABILITY**

**FREEDOM TO ACT**

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

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower. Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

**IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with



others in taking action for a department and/or total organization.

**PUBLIC CONTACT:**

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

**EMPLOYEE CONTACT:**

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

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:**

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

**PHYSICAL DEMANDS:**

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.

Must be physically able to operate a variety of machinery and equipment. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Must have minimal levels of eye, hand, and foot coordination. Position requires color, depth, and texture perception as well as the ability to see, hear, taste, and speak.

**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.





## WASHINGTON COUNTY

### *Job Description – Juvenile Officer/Multilingual*

#### **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.

Disagreeable working conditions. Continuously exposed to several elements such as, noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

The noise level in the work environment is usually moderate.

#### **SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

# DBCompensation Job Valuing Summary

11.9

SCENARIO **Washington County**  
**January 2022**  
 POSITION **Juvenile Officer/Multilingual CC VIII**  
**JOB CODE: 16**

| FACTOR             | BASIS FOR JOB VALUING  | DEGREE       | VALUE                 |
|--------------------|--|--------------|-----------------------|
| 1                  | Experience-General: Minimum time to become familiar with requirements of the job.  | <b>3</b>     | <b>34</b>             |
| 2                  | Experience-Minimum time to become familiar with management requirements of the job.  | <b>0</b>     |                       |
| 3                  | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.                    | <b>5</b>     | <b>70</b>             |
| 4                  | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.  | 4A <b>4</b>  | <b>6</b><br><b>50</b> |
|                    |  | 4B <b>4</b>  |                       |
|                    |  | 4C <b>4</b>  |                       |
| 5                  | Mental Demand: Measure of degree of concentration and sensory alertness.   | <b>4</b>     | <b>49</b>             |
| 6                  | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.                              | <b>6</b>     | <b>100</b>            |
| 7                  | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.                          | <b>0</b>     |                       |
| 8                  | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | <b>4</b>     | <b>32</b>             |
| 9                  | Responsibility for Accuracy: Opportunity for and probable effect of errors.  | <b>4</b>     | <b>44</b>             |
| 10                 | Accountabilities: Freedom to act, monetary impact, and impact on end results.  | 10A <b>5</b> | <b>8</b><br><b>90</b> |
|                    |  | 10B <b>1</b> |                       |
|                    |  | 10C <b>3</b> |                       |
| 11                 | Contacts with Public: Responsibility for effective handling of contacts.   | <b>5</b>     | <b>80</b>             |
| 12                 | Contacts with Employees: Responsibility for effective handling of others.  | <b>5</b>     | <b>49</b>             |
| 13                 | Machine-Computer Operations  | <b>4</b>     | <b>38</b>             |
| 14                 | Working Conditions   | <b>7</b>     | <b>60</b>             |
| 15                 | Physical Demand  | <b>4</b>     | <b>19</b>             |
| <b>TOTAL VALUE</b> |  |              | <b>715</b>            |

SIGNED: \_\_\_\_\_



Date Revised: December 6, 2021

## Juvenile Intake/Diversion Officer

**Job Code:** 17  
**Exempt:** No  
**Department:** Circuit Court VIII  
**Reports To:** Circuit Judge  
**Location:** Washington County Courthouse

### SUMMARY:

The Washington County Juvenile Intake/Diversion Officer is responsible for screening referrals made to the Court from schools, police departments, and family members. The Intake Officer will establish an atmosphere of care, concern, and consistency in making determinations as to the proper course of action in these cases. The Intake Officer will compile information to be presented in Court as recommendations for consequences and possible treatment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- On-Call Intake Officer for Law Enforcement/School Resource Officers
  - i. Receive calls from law enforcement and make detain/cite decisions during court hours
  - ii. Monday through Friday, 8:00 a.m. – 4:30 p.m.
  - iii. Advise Chief of Staff, Prosecutor, Public Defender, Parent, and Case Coordinator of detention and need for detention hearing.
  - iv. Contact law enforcement for either officer appearance and/or officer's report for detention hearing.
  - v. Attend detention hearing and coordinate information sharing between parties.
  - vi. Coordinate with after-hours on-call officer to schedule hearings, etc.
- Conference with walk-in Citizen Complaint Cases
  - i. Obtain statement of problem and fact sheet from party filing complaint or citation from law enforcement;
  - ii. Establish a comfortable atmosphere in a non-judgmental way in order to obtain family background, current problems and past attempts at problem resolution.
  - iii. Determine if a complaint should be forwarded to the Prosecuting Attorney or if some lesser form of Intake intervention or community agency referral is more appropriate.
- Schedule and Meet with Cited Juvenile and her/his family
- Check Contexte and Court Connect for previous cases and any outstanding warrants or pick up orders for juvenile or family.



## WASHINGTON COUNTY

### *Job Description – Juvenile Intake/Diversion Officer*

- Complete OYAS to determine if case meets criteria for Diversion and if so, make parents and child aware of their responsibilities toward education and home rules.
- Provide juvenile and family with court date for first appearance.
- Schedule conference date with all relevant parties and schedule RABS assessments with Staff members including IO; Copy Chief of Staff.
- Receive Chief of Staff edited Pre-Disposition Reports, review and staff any changes in recommendations, and forward to Judge's Law Clerk, Prosecuting Attorney, Public Defender/other Defense Attorney a minimum of seven (7) days in advance of 1<sup>st</sup> appearances.
- Schedule first appearances with Judge's Case Coordinator
- Staff with Chief of Staff with recommendations for assignment of cases to JPOs.
- Courtroom Monitor
  - i. Attend pre-dispositional court hearings for cases assigned.
  - ii. Prepare and maintain necessary records for assignment to JPO during adjudication
- Perform any other duties as deemed necessary and proper by the Chief of Staff or the Judge.
- Represent the Court and the Judge in the Community.
- All 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.

- Eligible for certification within six (6) months as a Juvenile Probation Officer by the Arkansas Office of the Courts.
- Possession of a valid Arkansas driver's license OR MUST be able to obtain a State of Arkansas driver's license within 90 days.
- Officer must be of good moral character and at least 21 years of age.
- Must be able to pass an ACIC Criminal History background check.

#### **EDUCATION and/or EXPERIENCE:**

- Minimum of earned Bachelor's Degree, preferably in one of the behavioral sciences, such as psychology, sociology, or social work.
- A combination of work and education may be used at the Judge's discretion to substitute for the above requirements.

#### **OTHER SKILLS and ABILITIES:**

Personal Qualities:

- i. Motivation and ability to work with troubled youth;
- ii. Knowledge of adolescence and family dynamics;



- iii. Ability to work with and relate to other professionals;
- iv. Excellent verbal and writing communication skills;
- v. Ability to work and function as a team member.

Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook and Excel. Additional ability to learn to conduct OYAS, SAVRY, MAYSI-2, and CRAFFT Assessments and entry to appropriate Database.

**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 position, the employee is regularly required to sit; use hands and fingers to handle, or feel objects; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

# DBCompensation Job Valuing Summary

11.11

SCENARIO **Washington County**

**January 2022**

POSITION **Juvenile Intake Officer/Diversion Officer CC VIII**

**JOB CODE: 17**

| FACTOR             | BASIS FOR JOB VALUING  | DEGREE | VALUE      |
|--------------------|--|--------|------------|
| 1                  | Experience-General: Minimum time to become familiar with requirements of the job.  | 7      | 74         |
| 2                  | Experience-Minimum time to become familiar with management requirements of the job.  | 0      |            |
| 3                  | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.                    | 5      | 70         |
| 4                  | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.  | 4A 5   | 6<br>50    |
|                    |  | 4B 4   |            |
|                    |  | 4C 4   |            |
| 5                  | Mental Demand: Measure of degree of concentration and sensory alertness.   | 4      | 49         |
| 6                  | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.                              | 6      | 100        |
| 7                  | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.                          | 0      |            |
| 8                  | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 4      | 32         |
| 9                  | Responsibility for Accuracy: Opportunity for and probable effect of errors.  | 5      | 57         |
| 10                 | Accountabilities: Freedom to act, monetary impact, and impact on end results.  | 10A 5  | 8<br>90    |
|                    |  | 10B 1  |            |
|                    |  | 10C 3  |            |
| 11                 | Contacts with Public: Responsibility for effective handling of contacts.   | 5      | 80         |
| 12                 | Contacts with Employees: Responsibility for effective handling of others.  | 5      | 49         |
| 13                 | Machine-Computer Operations  | 4      | 38         |
| 14                 | Working Conditions   | 7      | 60         |
| 15                 | Physical Demand  | 2      | 8          |
| <b>TOTAL VALUE</b> |  |        | <b>757</b> |

SIGNED: \_\_\_\_\_



Date Revised: December 14, 2021

## Lead Juvenile Officer

**Job Code:** 18  
**Exempt:** No  
**Department:** Circuit Court VIII  
**Reports To:** Circuit Judge  
**Location:** Washington County Courthouse

### SUMMARY:

The Washington County Division 8 Lead Juvenile Officer serves directly under the Division 8 Director and the elected judge and is responsible for supervision of all Juvenile Probation staff and their caseloads. The Lead Juvenile Officer has all the regular duties of a Juvenile Officer and is additionally responsible for supervisory duties of six to eight subordinate Juvenile Officers. These supervisory duties are enacted at the direction of the Division 8 Director or the elected judge. The Lead Juvenile Officer will work with the elected judge and the Division 8 Director in the general matters of the Court. The Lead Juvenile Officer must be familiar with all professional work including but not limited to supervising juveniles placed on probation, FINS supervision, or supervised conditions of release, assessing juvenile probationers and status offenders, drug screening, meeting with the court-involved youth to ensure adherence to orders of the court and terms and conditions of probation, maintaining records of activities and status, preparing case plans, providing clients with limited counseling and referring clients to probation assistance programs, and conferring with law enforcement and court personnel in matters pertaining to violation of probation by clients. Employee is subject to the usual potential hazards of contact with legally delinquent juveniles.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Requires considerable knowledge of the practices and procedures of the juvenile court system, including confidentiality requirements and common provisions and requirements for probation of juvenile offenders at least within the State of Arkansas and preferably in Faulkner County, Arkansas.
- Requires general knowledge of interviewing techniques and procedures.
- Requires general knowledge of the social and economic factors in the community and the motivation factors and needs of legally delinquent juveniles.
- Requires general knowledge of counseling practices and behavioral modification techniques.
- Requires general knowledge of the various human services available to juveniles through probation assistance programs.
- Requires general knowledge of the ethical guidelines applicable to the position as outlined



## WASHINGTON COUNTY

### *Job Description – Lead Juvenile Officer*

by professional standards and/or federal, state or local laws, rules and regulations.

- Requires some knowledge of practices and procedures involved in juvenile detention management.
- Requires some knowledge of state and local laws and ordinances pertaining to the commitment, confinement and release of juvenile detainees.
- Requires the ability to research program documents and narrative materials, and to compile reports from information gathered.
- Requires the ability to maintain moderately complex records and files.
- Requires the ability to exercise initiative and independent judgment in analyzing and applying standards to a variety of situations.
- Requires the ability to explain program rules, regulations and requirements.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for assessment, juvenile probation data base entry, case management, and
- Requires the ability to use computers for word-processing, reports, and/or accounting purposes.
- Requires the supervision of judicial and non-judicial cases.
- Requires close communications with all law enforcement agencies within Washington County.
- Requires work with Interstate Compact.
- Requires completing and filing court orders.
- Requires regular court appearances and testimony.
- All 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.

- Eligible for certification within six (6) months as a Juvenile Probation Officer by the Arkansas Office of the Courts.
- Possession of a valid Arkansas driver's license OR MUST be able to obtain a State of Arkansas driver's license within 90 days.
- Officer must be of good moral character and at least 21 years of age.
- Must be able to pass an ACIC Criminal History background check.

### **EDUCATION and/or EXPERIENCE:**

A bachelor's degree AND one year of experience in a social service, community, corrections or juvenile agency that deals with offenders or disadvantaged persons. **Internships may be counted toward meeting one year's experience based on actual hours completed when the**





**duties performed were related to the field of juvenile justice;**

A combination of work and education may be used at the Judge's discretion to substitute for the above requirements.

**COMMUNICATION SKILLS:**

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

**MATHEMATICAL SKILLS:**

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

**CRITICAL THINKING SKILLS:**

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

**SOFTWARE SKILLS REQUIRED:**

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

**INITIATIVE AND INGENUITY –**

**SUPERVISION RECEIVED:**

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

**PLANNING:**

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

**DECISION MAKING:**

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



organization's clientele.

**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.

Must be physically able to operate a variety of machinery and equipment. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Must have minimal levels of eye, hand, and foot coordination. Position requires color, depth, and texture perception as well as the ability to see, hear, taste, and speak.

**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.

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**January 2022**  
 POSITION **Lead Juvenile Officer - C.C. VIII**  
 JOB CODE: **18**

| 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.  | 2      | 66         |    |
| 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 5   | 6          | 50 |
|                    |  | 4B 4   |            |    |
|                    |  | 4C 4   |            |    |
| 5                  | Mental Demand: Measure of degree of concentration and sensory alertness.   | 5      | 70         |    |
| 6                  | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.                              | 6      | 100        |    |
| 7                  | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.                          | 2      | 33         |    |
| 8                  | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 4      | 32         |    |
| 9                  | Responsibility for Accuracy: Opportunity for and probable effect of errors.  | 5      | 57         |    |
| 10                 | Accountabilities: Freedom to act, monetary impact, and impact on end results.  | 10A 5  | 8          | 90 |
|                    |  | 10B 1  |            |    |
|                    |  | 10C 3  |            |    |
| 11                 | Contacts with Public: Responsibility for effective handling of contacts.   | 5      | 80         |    |
| 12                 | Contacts with Employees: Responsibility for effective handling of others.  | 5      | 49         |    |
| 13                 | Machine-Computer Operations  | 4      | 38         |    |
| 14                 | Working Conditions   | 7      | 60         |    |
| 15                 | Physical Demand  | 2      | 8          |    |
| <b>TOTAL VALUE</b> |  |        | <b>892</b> |    |

SIGNED: \_\_\_\_\_



Date Revised: December 8, 2021

## Juvenile Probation/FINS Officer

|                    |  |
|--------------------|--|
| <b>Job Code:</b>   | 16   |
| <b>Exempt:</b>     | No   |
| <b>Department:</b> | Juvenile Court Division VIII                     |
| <b>Reports To:</b> | Circuit Court Judge & Director of Juvenile Court |
| <b>Location:</b>   | Washington County Juvenile Court                 |

### SUMMARY:

The Washington County Juvenile Probation Officer performs professional work supervising juveniles placed on probation, FINS Order, or supervised conditions of release. Work involves assessing juvenile probationers and status offenders, meeting with the court-involved youth to ensure adherence to orders of the court and terms and conditions of probation; maintaining records of activities and status. Employee is also responsible for providing clients with limited counseling and referring clients to probation assistance programs, and conferring with law enforcement and court personnel in matters pertaining to violation of probation by clients. Duties assigned to employees in the job title vary according to division assignments and/or allocation of workload. Employee is subject to the usual potential hazards of contact with legally delinquent juveniles.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Documents all contacts with juveniles and others involved, as well as activities and information in their case in the Court's database.
- Answers phone calls, check-ins, and e-mails; prepares correspondence as necessary.
- Drug screens and documents results; reviews and reports school attendance, grades, and behavior.
- Prepares Case Plans or Case Plan Reviews along with all information needed for case. Attends court as necessary; checks over all paperwork; enters all adjudication information into the computer.
- Refers sex offenders for required risk assessments
- Sends copy of sex offender registration to proper law enforcements agency/& Orders to Cease.
- Requires considerable knowledge of the practices and procedures of the juvenile court system, including confidentiality requirements and common provisions and requirements for probation of juvenile offenders at least within the State of Arkansas and preferably in Faulkner County, Arkansas.
- Requires general knowledge of interviewing techniques and procedures.
- Requires general knowledge of the social and economic factors in the community and the



## WASHINGTON COUNTY

### *Job Description – Juvenile Probation/FINS Officer*

motivation factors and needs of legally delinquent juveniles.

- Requires general knowledge of counseling practices and behavioral modification techniques.
- Requires general knowledge of the various human services available to juveniles through probation assistance programs.
- Requires general knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state or local laws, rules and regulations.
- Requires some knowledge of practices and procedures involved in juvenile detention management.
- Requires some knowledge of state and local laws and ordinances pertaining to the commitment, confinement and release of juvenile detainees.
- Requires the ability to research program documents and narrative materials, and to compile reports from information gathered.
- Requires the ability to maintain moderately complex records and files.
- Requires the ability to exercise initiative and independent judgment in analyzing and applying standards to a variety of situations.
- Requires the ability to explain program rules, regulations and requirements.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for assessment, juvenile probation data base entry, case management, and
- Requires the ability to use computers for word-processing, reports, and/or accounting purposes.
- Perform any other related duties as required or assigned.

### **QUALIFICATION REQUIREMENTS:**

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.

- Officer must be of good moral character and at least 21 years of age.
- Must be able to pass an ACIC Criminal History background check.
- Eligible for certification within six (6) months as a Juvenile Probation Officer by the Arkansas Office of the Courts.
- Possession of a valid Arkansas driver's license OR MUST be able to obtain a State of Arkansas driver's license within 90 days.

### **EDUCATION and/or EXPERIENCE:**

- A bachelor's degree AND one year of experience in a social service, community, corrections or juvenile agency that deals with offenders or disadvantaged persons. **Internships may be counted toward meeting one year's experience based on**



**actual hours completed when the duties performed were related to the field of juvenile justice;**

- A bachelor's degree AND one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the County Juvenile Court.
- A combination of work and education may be used at the Judge's discretion to substitute for the above requirements.

**OTHER SKILLS and ABILITIES**

**COMMUNICATION SKILLS –**

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

**MATHEMATICAL SKILLS –**

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

**CRITICAL THINKING SKILLS –**

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

**SOFTWARE SKILLS REQUIRED –**

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

**INITIATIVE AND INGENUITY:**

**SUPERVISION RECEIVED –**

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

**PLANNING –**

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

**DECISION MAKING –**

Performs work operations which permit frequent opportunity for decision-making of minor



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

**ANALYTICAL ABILITY / PROBLEM SOLVING:**

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

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:**

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

**ACCURACY:**

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

**ACCOUNTABILITY**

**FREEDOM TO ACT**

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

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower. Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

**IMPACT ON END RESULTS**

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

**PUBLIC CONTACT:**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both



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

**EMPLOYEE CONTACT:**

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

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:**

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

**PHYSICAL DEMANDS:**

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.

Must be physically able to operate a variety of machinery and equipment. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Must have minimal levels of eye, hand, and foot coordination. Position requires color, depth, and texture perception as well as the ability to see, hear, taste, and speak.

**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.

**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.





WASHINGTON COUNTY

*Job Description – Juvenile Probation/FINS Officer*

Disagreeable working conditions. Continuously exposed to several elements such as, noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

The noise level in the work environment is usually moderate.

**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**January 2022**  
 POSITION **Juvenile Probation/FINS Officer**  
 JOB CODE: **16**

| FACTOR             | BASIS FOR JOB VALUING  | DEGREE | VALUE      |    |
|--------------------|--|--------|------------|----|
| 1                  | Experience-General: Minimum time to become familiar with requirements of the job.  | 3      | 34         |    |
| 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.                    | 5      | 70         |    |
| 4                  | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.  | 4A 4   | 6          | 50 |
|                    |  | 4B 4   |            |    |
|                    |  | 4C 4   |            |    |
| 5                  | Mental Demand: Measure of degree of concentration and sensory alertness.   | 4      | 49         |    |
| 6                  | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.                              | 6      | 100        |    |
| 7                  | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.                          | 0      |            |    |
| 8                  | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 4      | 32         |    |
| 9                  | Responsibility for Accuracy: Opportunity for and probable effect of errors.  | 4      | 44         |    |
| 10                 | Accountabilities: Freedom to act, monetary impact, and impact on end results.  | 10A 5  | 8          | 90 |
|                    |  | 10B 1  |            |    |
|                    |  | 10C 3  |            |    |
| 11                 | Contacts with Public: Responsibility for effective handling of contacts.   | 5      | 80         |    |
| 12                 | Contacts with Employees: Responsibility for effective handling of others.  | 5      | 49         |    |
| 13                 | Machine-Computer Operations  | 4      | 38         |    |
| 14                 | Working Conditions   | 7      | 60         |    |
| 15                 | Physical Demand  | 4      | 19         |    |
| <b>TOTAL VALUE</b> |  |        | <b>715</b> |    |

SIGNED: \_\_\_\_\_