



STRENGTH OF THE STATE

**WASHINGTON COUNTY**  
**JOB EVALUATION COMMITTEE**

**To:** Beck Lewallen, Angela Wood, Patrick Deakins, Jay Cantrell, Russell Hill, Bobby Hill, Kyle Sylvester, Roger Morris, Matt Durrett  
**From:** Patty Burchett, HR Director  
**Subject:** Job Evaluation Committee Agenda

There will be an in person meeting held on Monday, April 24, 2023 at 3:30 pm in the 5<sup>th</sup> Floor Conference Room; below is the agenda for this meeting.

**AGENDA**

April 24, 2023

LOCATION: 5<sup>th</sup> Floor Courthouse Conference Room

- I. Public Comments
- II. Continued Business:
  - 1. Approval of Meeting Minutes from March 27, 2023 JESAP Meeting.
  - 2. Vacation Policy Proposal and recommendations
  - 3. Collector request to provide promotional increases to various positions up to the 1<sup>st</sup> quartile.

Current Collector Titles	Current PCN	New Title	New PCN	Current Grade	New Grade
Chief Deputy	0104002	N/A	N/A	17	19
Deputy III Collector	0104050	Assistant Chief Deputy	0104011	11	15
Head Bookkeeper	0104003	Bookkeeper	0104012	14	16
Deputy III Bookkeeper	0104070	Assistant Bookkeeper	0104013	10	11
Deputy II Assistant Bookkeeper	0104071	Bookkeeping Clerk	0104014	9	10
Data Processing Clerk	0104005	N/A	N/A	10	11
Assistant Data Processing Clerk/Emp. Trainer	0104006	Assistant Data Processing Clerk	0104015	6	7
Data Base Analyst	0104004	N/A	N/A	11	12
Tax Enforcement Manager	0104080	N/A	N/A	12	14

- III. New Business:
  - 1. Election Commission Pay Structure Proposal
  - 2. Veteran Department request for approval of regrade and promotional increase to the 1<sup>st</sup> quartile.



**STRENGTH OF THE STATE**

Current Veteran Titles	Current PCN	New Title	New PCN	Current Grade	New Grade
Director of Veterans Affairs	0800001	N/A	N/A	15	17

3. Circuit Court III request to create a new position Lead Juvenile Officer/Specialized Police Officer grade 14.

Current Circuit Court III Titles	Current PCN	New Title	New PCN	Current Grade	New Grade
Lead Juvenile Officer	0403002	Lead Juvenile Officer/SPO	0403016	13	14

4. Circuit Clerk request for new hires to have a starting pay at the 1<sup>st</sup> quartile PCN# 0102008, 0102015, 0128015.
5. Human Resource Department request for approval of promotional increase to the 1<sup>st</sup> quartile for employee in PCN#0121007.
6. Prosecuting Attorney request for new hire starting pay to the 1<sup>st</sup> quartile with retro pay.





## **5.05 VACATION**

The purpose of this policy is to establish uniform guidelines for the accrual, use and payout of vacation leave for regular full-time and part-time employees.

- A. All regular full-time and part-time employees are eligible for vacation leave accrual.
- B. Seasonal and temporary employees are not eligible for vacation leave accrual.
- C. Uniformed law enforcement employees are eligible for vacation leave accrual.

Vacation leave is available for use once it has been accrued following their eligibility period.

Policies concerning vacation time for all employees in no way alters Washington County's at-will employment policy as described in this Personnel Handbook.

### **Accruals**

Vacation is accrued on a monthly basis. Eligible employees will be able to begin utilizing their vacation accruals following a six month eligibility period from their hire date. The rate of vacation accrual shall be stair-stepped in order to reward longevity, per the annual vacation accrual schedules below:

<u>Years of Service</u>	<u>Regular Full-Time</u>	<u>Uniformed Officers</u>	<u>Part-Time</u>	<u>Seasonal &amp; Temporary</u>
1 - 2 years	84 hrs.	126 hrs.	36 hrs.	0 hrs.
3+ years	120 hrs.	180 hrs.	60 hrs.	0 hrs.
10+ years	168 hrs.	192 hrs.	120 hrs.	0 hrs.
20+ years	204 hrs.	240 hrs.	168 hrs.	0 hrs.

To the extent it differs from the procedure set forth, the uniformed law enforcement employees shall accrue vacation days in accordance with the provisions set forth in the relevant Arkansas statutes, if any.

### **Maximum Accrual**

The employees calendar year\* will be based on the employees most recent hire date in their eligible position that they hold.

At times there are circumstances where employees are not able to utilize all of their allotted vacation time within a calendar year; to accommodate this employees will be allowed to carry over into the next calendar year up to the amounts listed below in the carryover rubric

<u>Years of Service</u>	<u>Regular Full-Time</u>	<u>Uniformed Officers</u>	<u>Part-Time</u>	<u>Seasonal &amp; Temporary</u>
1 - 2 years	44 hrs.	86 hrs.	18 hrs.	0 hrs.
3+ years	80 hrs.	140 hrs.	30 hrs.	0 hrs.
10+ years	128 hrs.	152 hrs.	60 hrs.	0 hrs.
20+ years	164 hrs.	200 hrs.	84 hrs.	0 hrs.

- Employee will be allowed to accrue the maximum amount for their years of service in addition to maintaining a carryover balance.

- When employment has ended the carryover balance will only be paid out in the event that the maximum accrued amount has not been exceeded (This is covered in payout section).
- Excess vacation that exceeds the maximum carryover amounts will be lost on the employee's anniversary date each year and be donated to the Catastrophic Sick Leave Bank in that employees name.
- Full-time employees will be required to use a minimum of 40 hours a year or lose it.

\*For purposes of accrual calculations, an employee's calendar year will be based off of their current hire date with the County. Every employee's accrual rates will accumulate on a rolling calendar.

### **Suspension of Accrual**

Employees on unpaid status\* will have their vacation leave accrual suspended the first of the month following the beginning of said status, with the exception of unpaid status due to Worker's Compensation.

\*Unpaid Status: Unpaid status typically refers to when an employees is on an approved FMLA, Catastrophic, or Workers Compensation leave. This also applies to a leave without pay status.

### **Usage**

An employee who is hired with the County on or prior to the 15th day of any month, or separates from service on or after the 16th day of any month, shall earn vacation leave for that month.

Employees are encouraged to utilize their vacation and Department Heads or Elected Officials should make their best efforts to accommodate employee requests when they can.

- With the exception of FMLA or ADA, employees shall not be allowed to take in excess of 10 consecutive vacation days without the prior written approval of their elected official or department head.
- To be authorized for leave under this policy, an employee must make his/her request to the appropriate supervisor according to the procedures established by their Elected Official.
- Each elected official and department head will be responsible for enforcing the rules and procedures for requesting the use of vacation.
- An employee who fails to comply with departmental procedures for the notification and scheduling of vacation leave may be denied paid leave and be subject to disciplinary action, up to and including termination of employment.

Washington County policy\* requires all applicable leave be used prior to authorizing an unpaid leave of absence. In accordance with this directive, vacation time and other leaves (except sick time) will be automatically substituted when there is an insufficient balance of a requested leave. In the case of FMLA, sick leave will automatically be used first based on the FMLA policy set-forth by Washington County.

\* The County reserves the right to alter vacation schedules.

### **Pay Outs**

Full-time, uniformed law enforcement officers and part-time employees transferring to a seasonal or temporary position will be paid for any, unused vacation at the time of transfer.

- Accruals will be carried over if an employee transfers from a regular full-time position to a uniformed law enforcement officer or part-time classified position unless accrued time exceeds the maximum allowed. In these circumstances the difference of the allowed time will be paid out to the employee at the time of transfer at their previous rate of pay.
- Employees will be paid for accumulated, unused vacation time upon separation of employment, if the separation was not as a result of disciplinary action.

- Employees are required to work their final day of employment to be eligible for payout\*.
- An employee that is out on approved Catastrophic Leave or FMLA will be paid out for their remaining vacation time if they are not able to return due to medical reasons; documentation is required prior to payout being granted. However, employees will only be paid for the amount of vacation that has accrued to date as well as the difference for the entire current calendar year if that employee has carryover accrual time to equal the full amount\*\*.
- If business operations allow for it then the employee may be required by their Department Head or Elected Official to take their accrued time off prior to their retirement date.
- Elected Officials have the discretion over procedural stipulations with the exception of unpaid status procedures pertaining to payouts and usage.

\*This requirement for law enforcement personnel will be at the discretion of the Sheriff due to court related issues that may arise.

\*\*An employee with an initial hire date of January 1, 2019 with 50 hours of carryover vacation retires on June 16, 2022. So far this employee has accumulated 60 hours of vacation time, therefore the total hours owed for vacation accrual payout to this employee is 110 hours. However, if the employee had terminated in August of the same year and they still had the same 50 hour carryover with a new accumulated amount of 80 hours then the maximum payout for this employee would only be 120 hours.

### **Grandfathering**

There will be a compliance period where employees who are currently active upon this policy being passed will have a full year from that date of passage to come into compliance with accrual amounts. The full year is independent of your calendar year\* as defined in this policy.

# Washington County Arkansas

**Tax Collector**

*Angela Wood*

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



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## Real Estate and Personal Property Tax

April 20, 2023

JESAP Committee,

For the last 2 years I have been attempting to get all the job descriptions in my department updated and re-rated. This was a two phase project I presented to you back in 2021. We were successful in doing the 1<sup>st</sup> phase (lower half) of my office back in 2021 but was put on hold completing the 2<sup>nd</sup> phase due salary adjustments last year. The 2<sup>nd</sup> phase which consists all of my upper management positions were finally completed and re-rated recently. The results of the re-rating showed that 5 positions out of 11 increased by 1 grade and 4 others increased by 2. The new ratings would require an overall increase to my budget salary of \$15,863.60.

While working on this project, I also have 4 positions that I would like to change titles on to bring more clarity to the employee's position and rank. Those positions are 050-Deputy III Collector (change to Assistant Chief Deputy), 070-Deputy III Bookkeeper (change to Assistant Bookkeeper), 071-Deputy II Asst. Bookkeeper (change to Bookkeeping Clerk) and 006-Asst Data Processing Clerk/Emp Tr.(change to just Assistant Data Processing Clerk). I respectfully request your approval in accepting these new grades and salary increases with title changes.

Sincerely,

A handwritten signature in blue ink that appears to read "Angela Wood".

Angela Wood,  
Washington County  
Tax Collector







## WASHINGTON COUNTY ELECTION COMMISSION

### 2023 Budget Request Employee Compensation

The Election Commission (the "Commission") is requesting a salary adjustment for election staff and poll workers for the 2023 Budget. The Commission staff consist of only part-time employees. Our budget was finalized before the salary adjustments were established for 2023. Part-Time employees were not included in the salary adjustment.

The Commission, working with the HR Director, has created a salary program that mirrors the salary program for full time employees. The goal of the Commission is to create a program that will allow for cost of living increases when approved by the Quorum Court and a process for new hires with a pay structure tied to the position.

The Commission is reimbursed for poll worker cost per election.

For the Primary Election and Primary Runoff, the State reimburses at minimum wage.  
For the General Election, the Cities reimburse for half of the poll worker cost.  
For the General Election Run-Off and Special Election the reimbursement is 100% for poll worker cost.

For questions please contact Jennifer Price, Director of Elections at 479-444-1766 or [jprice@washingtoncountyar.gov](mailto:jprice@washingtoncountyar.gov)

Sincerely,

A handwritten signature in blue ink that reads "Jennifer B. Price".

Jennifer B. Price, Director  
On behalf of the Washington County Election Commission:  
Renée Oelschlaeger, Chairman  
Max Deitchler, Commissioner  
Jim Estes, Commissioner

**This salary structure proposal has been reviewed by myself and my office. The proposal will align with the current Washington County Salary Administration guidelines and will aid in accomplishing a standard by which we as a County can move forward in consideration of part-time personnel and their compensation.**

**I am respectfully requesting approval of this program.**

DocuSigned by:  
A handwritten signature in blue ink that reads "Patrick W. Deakins".  
Patrick Deakins  
Washington County Judge

<b>Washington County Election Commission 2023 Pay Grades</b>					
<b>GRADE 1</b>	Min	1st Quartile	Mid	3rd Quartile	Max
ANNUAL	\$29,120.00	\$32,240.00	\$35,360.00	\$38,480.00	\$41,600.00
MONTHLY	\$2,426.67	\$2,686.67	\$2,946.67	\$3,206.67	\$3,466.67
BI-WEEKLY	\$1,120.00	\$1,240.00	\$1,360.00	\$1,493.85	\$1,600.00
HOURLY	\$14.00	\$15.50	\$17.00	\$18.50	\$20.00
<b>GRADE 2</b>	Min	1st Quartile	Mid	3rd Quartile	Max
ANNUAL	\$33,280.00	\$36,608.00	\$39,936.00	\$43,264.00	\$46,592.00
MONTHLY	\$2,773.33	\$3,050.67	\$3,328.00	\$3,605.33	\$3,882.67
BI-WEEKLY	\$1,280.00	\$1,408.00	\$1,536.00	\$1,664.00	\$1,792.00
HOURLY	\$16.00	\$17.60	\$19.20	\$20.80	\$22.40
<b>GRADE 3</b>	Min	1st Quartile	Mid	3rd Quartile	Max
ANNUAL	\$37,440.00	\$41,184.00	\$44,928.00	\$48,672.00	\$52,416.00
MONTHLY	\$3,120.00	\$3,432.00	\$3,744.00	\$4,056.00	\$4,368.00
BI-WEEKLY	\$1,440.00	\$1,584.00	\$1,728.00	\$1,872.00	\$2,016.00
HOURLY	\$18.00	\$19.80	\$21.60	\$23.40	\$25.20
<b>GRADE 4</b>	Min	1st Quartile	Mid	3rd Quartile	Max
ANNUAL	\$49,920.00	\$54,912.00	\$59,904.00	\$64,896.00	\$69,888.00
MONTHLY	\$4,160.00	\$4,576.00	\$4,992.00	\$5,408.00	\$5,824.00
BI-WEEKLY	\$1,920.00	\$2,112.00	\$2,304.00	\$2,496.00	\$2,688.00
HOURLY	\$24.00	\$26.40	\$28.80	\$31.20	\$33.60
<b>GRADE 5</b>	Min	1st Quartile	Mid	3rd Quartile	Max
ANNUAL	\$61,877.00	\$68,078.40	\$74,256.00	\$80,454.40	\$86,632.00
MONTHLY	\$5,156.42	\$5,673.20	\$6,188.00	\$6,704.43	\$7,219.33
BI-WEEKLY	\$2,379.88	\$2,618.40	\$2,856.00	\$3,094.40	\$3,332.00
HOURLY	\$29.75	\$32.73	\$35.70	\$38.68	\$41.65

WASHINGTON COUNTY: <b>BACK PAY INCLUDED</b>					
BUDGET Election Commission					
<b>FUND: 1000 General Fund DEPT: 0109 Election Commission</b>					
		2023	Request	Additional	Explanation
Line Item	Description	Original Request	Requested	Request	
<b>PERSONAL SERVICES</b>					
1001	SALARY FULL-TIME				
1002	SALARIES, PART-TIME	210,000.00	286,000.00	76,000.00	
1005	OVERTIME/OTHER PREMIUM COMPENS	1,000.00	1,000.00	-	
1006	SOCIAL SECURITY MATCHING	16,142.00	21,987.00	5,845.00	
1008	NONCONTRIBUTORY RETIREMENT	27,000.00	27,000.00	-	
1009	HEALTH INSURANCE MATCHING	17,000.00	12,000.00	(5,000.00)	2 Qualified for Insurance
1010	WORKMEN'S COMPENSATION	600.00	600.00	-	
1011	UNEMPLOYMENT COMPENSATION	400.00	400.00	-	
	<b>TOTAL PERSONAL SERVICES</b>	<b>272,142.00</b>	<b>348,987.00</b>	<b>76,845.00</b>	
Poll Worker Cost: Estimate Reimbursement					
May 9, 2023 Election					
	26 Election Day Sites	32,400.00			
	3 Early Vote Sites	5,280.00			
	Training	8,400.00			
	Set Up and Delivery	3,000.00			
	Election Commission Meetings	3,000.00			
		52,080.00			



Date Revised: 04/19/23

## Director of Elections

**Job Code:** 5  
**Exempt:** Yes  
**Department:** Election Commission  
**Reports To:** Election Commission  
**Location:** Washington County Courthouse/South Campus Annex

### SUMMARY:

The incumbent under guidance of the Election Commission, Secretary of State and State Board of Election Commissioners is responsible for the following and oversight of all Election Commission employees and may be assigned any combination, either at the main courthouse or at the South Campus Annex

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Please note that while many of the listed duties require Election Commissioner Approval, signatures or oversight, it is the Director's job to ensure that the listed duties are prepared and provided to the Election Commissioners.

1. Attend training for Coordinators conducted by the State Board of Election Commissioners
2. Provide information to the public by conducting media interviews, presenting election information to interested groups, and coordinating with local school districts for student participation
3. Attend training by Election Systems and Software for programming elections and reading election results
4. Prepare Budget for approval by Election Commission
5. Preparation of Ballots
  - a. Conduct a public meeting to determine the order in which the candidate names will appear on the ballot
  - b. For the Primary provide 10-day written notice to the chairs of the CBEC
  - c. Publish a notice of the meeting at least 3 days before the meeting in a local newspaper (§7-7-305(b))
  - d. Ensure that proper precincts, races and candidates are entered either into ElectionWare (for PYO counties) or the Election System and Software's portal.
  - e. Proof all ballot styles for spelling and correct precincts, candidates and races.
  - f. Provide proofs to Election Commissioners for approval
  - g. Provide regular absentee ballots (§7-5-211(c)) and when applicable special absentee runoff ballots (§7-5-406(c)) at least 47 days before the election (§7-5-407(a)(1)) to the County Clerk
  - h. Provide prepared paper ballots and voting machines to the County Clerk's office prior to the start of Early Voting
6. Precincts and Polling Locations



- a. If needed alter the boundaries of existing election precincts and establish new ones by order at least 60 days before an Election
  - b. Ensure that all polling sites are available for an Election, this includes any off-site early voting locations
  - c. Designate any new polling sites at least 30 days before the election in a public meeting (§7-5-101(d))
  - d. Post any changes in polling sites at all previous polling sites used in the last election (§7-5-101(d)(3))
  - e. Ensure that all polling locations are accessible to voters with disabilities
  - f. Prepare a Notice of Election that details all precincts, polling locations and candidates
  - g. For any off-site early voting locations notify the County Clerk within 10 days of the CBEC's decision
7. Poll Workers and Absentee Election Clerks
- a. Attend training by the State Board of Election Commissioners to become a certified trainer for poll workers
  - b. Contact and maintain contact information for all supervisors and poll workers
  - c. Conduct training for all poll workers prior to the Primary Election, this will require several days and types of training (§7-4-107(b)(2))
  - d. Recruit and hire new poll workers
  - e. Arrange early vote poll workers and maintain an early vote schedule (§7-5-418(b)(2))
  - f. Appoint poll workers at least 20 days before the Election, a minimum of 4 per polling location (§7-4-107(b))
  - g. Appoint and train Absentee election clerks to process, count and canvass absentee ballots (§7-5-414(a))
  - h. Provide to the County Clerk the list of appointed election officials including the names of the election commissioners at least 15 days before the election (§7-5-202 (b)(2))
  - i. Set a delivery schedule of voting equipment and meeting time for Supervisors to pick up election material. The election material will need to be prepared in advance to ensure that each polling location is supplied with all the voting materials needed for both early vote and election day
  - j. Train field techs to aid at polling locations on election day
8. Voting Equipment
- a. Maintain and ensure that all voting equipment is in working order
  - b. Determine the amount of voting equipment needed for each polling location based on previous elections
  - c. Label and record which equipment that will go to each polling location
  - d. Use prepared media for PYO counties or use provided media from ES&S to load all voting equipment with the current election
  - e. Conduct Logic and Accuracy on all voting equipment (§7-5-611(a)(2))
  - f. After preparation, testing and examination secure the voting equipment
9. Publications and Postings
- a. Ensure that all required publications are sent to the newspaper
    - i. Ballot Draw
    - ii. Preparation and Demonstration of Voting Equipment
    - iii. Notice of Election
  - b. Maintain County website with current election information
  - c. Upload sample ballots to VoterView
  - d. Ensure that Supervisors are provided with all the required postings
    - i. Notice of Election
    - ii. Sample Ballots



- iii. Fail Proof Voting
  - iv. Vote Here Signs
10. Election Day and Night
- a. Make sure that all polling locations are open by 7:30
  - b. Provide needed assistance to Supervisors
  - c. Absentee election clerks can began opening, processing, canvassing, and counting absentee ballots
  - d. Receive all election materials and returns from the poll workers immediately after the polls close, this will require detailed list of what materials need to be dropped off.
  - e. Oversee counting and processing of election results
  - f. Report preliminary and unofficial results of the election to the Secretary of State office
11. Certification
- a. Review and determine the validity of all provisional ballots, this will require submitting supporting documents to the Election Commission
  - b. Notify by mail all voters that cast provisional ballots the result of the Election Commission's decision
  - c. Count all overseas absentee ballots
  - d. Verify that all election results were counted
  - e. Provide the Election Commission with certification documents, including the certified abstract of returns sent to the Secretary of State
  - f. Secure all ballots, certificates and election materials
  - g. Clear voting machines for future elections.

### **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:**

- High School diploma or GED
- Prior poll or election experience is preferred
- Clerical/Administrative skills
- Intermediate computer skills
- Working knowledge of Data Entry, Microsoft Excel, Word

### **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.

Must be willing to work flexible hours depending on the Election Year.

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





**Date Revised:**

## **Election Administrator/ Programmer Assistant**

**Job Code:** 2  
**Exempt:** No  
**Department:** Election Commission  
**Reports To:** Director of Elections/ Programmer  
**Location:** Washington County Courthouse/South Campus Annex

### **SUMMARY:**

The incumbent under guidance of the Director and Programmer is responsible for the following and may be assigned any combination, either at the main courthouse or at the South Campus Annex

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

- Assist with Election Programming
- Assist with Logic and Accuracy Testing
- Set up Poll Books
- Assist with Election Projects
- Assist with Election Night Reporting
- Assist with reconciliation of Election Results
- Be able to read and write the English language.
- Be able to follow specified procedures, as set by Arkansas election law
- Be able to get along with fellow staff members.
- Be willing to attend training when offered by the Election Commission.
- 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:**

- High School diploma or GED
- Prior poll or election experience is preferred
- Clerical/Administrative skills
- Intermediate computer skills
- Working knowledge of Data Entry, Microsoft Excel, Word

**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.

Must be willing to work flexible hours depending on the Election Year.

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



Date Revised: 04/19/23

## Payroll/ Absentee Clerk/ Office Staff

**Job Code:** 1  
**Exempt:** No  
**Department:** Election Commission  
**Reports To:** Director of Elections  
**Location:** Washington County Courthouse/South Campus Annex

### SUMMARY:

The incumbent under guidance of the Director is responsible for the following and may be assigned any combination, either at the main courthouse or at the South Campus Annex

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with poll worker payroll
- Assist with scheduling new poll worker orientation/training
- Assist with new poll worker paperwork
- Assist with Logic and Accuracy Testing
- Maintain Absentee Voter Applications for current elections
- Oversee Absentee Ballot Canvassing
- Prepare minutes for Election Commission Meetings
- Be able to read and write the English language.
- Be able to follow specified procedures, as set by Arkansas election law
- Be able to get along with fellow staff members.
- Be willing to attend training when offered by the Election Commission.
- 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:**

- High School diploma or GED
- Prior poll or election experience is preferred
- Clerical/Administrative skills

**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.

Must be willing to work flexible hours depending on the Election Year.

**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



Date Revised: 4/19/23

## Poll Worker

**Job Code:** 1  
**Exempt:** No  
**Department:** Election Commission  
**Reports To:** Director of Elections/Poll Supervisor  
**Location:** Washington County Courthouse/Varies

### SUMMARY:

The incumbent under guidance of the Director and their assigned Poll Supervisor is responsible for the following and may be assigned any combination, either at the main courthouse or at the assigned polling location.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Arrive at polling site on time and remain there for 13 or more hours.
- Be able to read and write the English language.
- Be able to deal with voters in a courteous, efficient and fair manner.
- Be able to follow specified procedures, as set by Arkansas election law and by the polling place supervisor.
- Be able to get along with fellow poll workers.
- Be willing to attend training when offered by the Election Commission.
- Poll workers must be residents of Washington County.
- Poll workers must be registered voters and over age 18.
- Poll workers only work on election days, which in some polling places, may be once a year. Some polling places are open for election several times a year for elections.
- 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:**

Prior poll or election experience is preferred.

**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



Date Revised: 4/19/23

## Programmer

**Job Code:** 4  
**Exempt:** No  
**Department:** Election Commission  
**Reports To:** Director of Elections  
**Location:** Washington County Courthouse/South Campus Annex

### SUMMARY:

The incumbent under guidance of the Director is responsible for the following and may be assigned any combination, either at the main courthouse or at the South Campus Annex

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for Election Programming
- Assist with maintaining precinct and district information
- Prepare Logic and Accuracy Testing
- Assist with Election Projects
- Overseas Election Night Reporting
- Reconciles Election Results
- Assist Coordinator with office administrative duties
- Be able to read and write the English language.
- Be able to follow specified procedures, as set by Arkansas election law
- Be able to get along with fellow staff members.
- Be willing to attend training when offered by the Election Commission.
- 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:**

- High School diploma or GED
- Prior poll or election experience is preferred
- Clerical/Administrative skills
- Intermediate computer skills
- Working knowledge of Data Entry, Microsoft Excel, Word

**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.

Must be willing to work flexible hours depending on the Election Year.

**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





Date Revised: 04/19/23

## Warehouse and Delivery Coordinator

**Job Code:** 3  
**Exempt:** No  
**Department:** Election Commission  
**Reports To:** Director of Elections  
**Location:** Washington County Courthouse/South Campus Annex

### SUMMARY:

The incumbent under guidance of the Election Coordinator and is responsible for the following and may be assigned any combination, either at the main courthouse or at the South Campus Annex

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain Early Vote and Election Day contact information
- Follow ADA guidelines for Early Vote and Election Day sites
- Set up Delivery Schedules for Early Vote and Election Day
- Maintain Early Vote and Election Day site materials
- Oversee Logic and Accuracy Testing
- Assist with Early Vote and Election Day equipment needs
- Oversee Election Night return of election supplies
- Be able to read and write the English language.
- Be able to follow specified procedures, as set by Arkansas election law
- Be able to get along with fellow staff members.
- Be willing to attend training when offered by the Election Commission.
- 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. Clean Driving Record.

Washington County Courthouse, 280 North College Avenue, Fayetteville, Arkansas 72701 ■ phone: (479) 444 – 1700 ■ fax: (479) 444 – 1731

■ Website: <https://www.washingtoncountyar.gov/>



**EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent
- Preferred three or more years of experience in a supervisory role managing employees
- Proficiency with election warehouse procedures and policies
- Excellent problem-solving skills and leadership qualities
- Ability to work collaboratively with all levels of election staff
- Ability to deliver effective feedback, both written and verbal

**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 \_\_\_\_\_



Date Revised: 4/19/23

## Warehouse Worker/ Delivery Assistant

**Job Code:** 2  
**Exempt:** No  
**Department:** Election Commission  
**Reports To:** Director of Elections/ Warehouse Supervisor  
**Location:** Washington County Courthouse/South Campus Annex

### SUMMARY:

The incumbent under guidance of the Director and Warehouse/Delivery Coordinator is responsible for the following and may be assigned any combination, either at the main courthouse or at the South Campus Annex

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with Deliveries
- Maintain and Set Up Election Signs
- Maintain voting equipment when needed
- Assist with setting up voting equipment for Logic and Accuracy
- Assist with Early Vote and Election Day equipment needs
- Assist with Election Night return of election supplies
- Be able to read and write the English language.
- Be able to follow specified procedures, as set by Arkansas election law
- Be able to get along with fellow staff members.
- Be willing to attend training when offered by the Election Commission.
- 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. Clean Driving Record.

**EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent
- Warehouse Experience or Delivery Experience preferred.
- Proficiency with election warehouse procedures and policies
- Excellent problem-solving skills and leadership qualities
- Ability to work collaboratively with all levels of election staff

**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. Work Hours vary depending on election schedule.

The noise level in the work environment is usually moderate.

Must be willing to work flexible hours depending on the Election Year.

**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

**Patrick Deakins**  
COUNTY JUDGE



**Benjamin Dykes**  
VETERAN SERVICES DIRECTOR

**WASHINGTON COUNTY, ARKANSAS**  
**Veterans Services Office**

April 18, 2023

**RE: Justification Letter Grade Change**

To Whom It May Concern,

I am formally submitting a request for a grade change. The position of Director for Veteran Services was established in 2012. At the time of the position being created it was a department of 1. The average numbers of Veterans seen per month was 24. Over the past 11 years the Washington County Veteran Services office has grown and is now in the top 2 of Veteran Services in the State. We on average see over 280 Veterans per month and currently have 3 Full time staff members and 1 Part time employee. We have also partnered with the Veterans Administration to become accredited for allowing Veterans who are enrolled full time in college to work here and be paid by the Veterans Administration.

Over the next year we will be opening our Patriot Park Veterans housing program and this is going to be a great addition to our department, Washington County and also the State of Arkansas. The role of Veterans Services Director is multifaceted. The position interacts daily with multiple social services organizations representing Veterans that are in the VA Disability Claims process. There are over 20,000 Veterans living in Washington County and the numbers are growing daily. These new challenges and expansion of roles within the Department were discussed with our Humans Resources Director and County Judge.

Sincerely,

Benjamin Dykes  
Veteran Services Director

**A promotional increase to the 1<sup>st</sup> quartile of the new grade is being requested per County policy since the re-grade resulted in an upward movement of 2 grades or more. This will require an additional \$11,062.99 to accommodate this increase.**

**I am respectfully requesting approval of this increase for this employee.**

DocuSigned by:

*Patrick W. Deakins*

E15B62F34A93401...

**Patrick Deakins**

**Washington County Judge**

<b>Veteran's Services - 2023 Promotional Increase Request</b>																		
<b>As of 4/13/2023</b>																		
<b>FUND 1000</b>																		
PCN	NAME	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI	BUDGET INCREASE APERS	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE		
0800001	DYKES, BEN	\$49,696.00	\$24.02	15	800	\$19,216.00	\$64,139.58	\$30.84	17	1280	\$39,470.51	\$8,990.51	\$687.77	\$1,377.35	\$7.36	\$11,062.99		
												\$8,990.51	\$687.77	\$1,377.35	\$7.36	\$11,062.99		
<b>Ordinance Prep Lines</b>																		
		10000800.1001	SALARIES FULL TIME				\$8,990.51											
		10000800.1006	SOCIAL SECURITY MATCHING				\$687.77											
		10000800.1008	EMPLOYER RETIREMENT CONTRIBUTION				\$1,377.35											
		10000800.1010	WORKERS COMP				\$7.36											
							\$11,062.99	<b>OVERALL TOTAL FOR ORDINANCE</b>										

# JOB

Job title	Director Of Veterans Affairs
Job code	0800001
Comments	
Organizational unit	Washington County   Veterans Services - 800
Global job family	Municipal / Public Services   Public Administration

## Summary

The *Public Administration* job family consists of positions that manage, supervise, or perform administrative functions in support of public programs and services. This includes positions in executive, legislative, and judicial branches of government, as well as positions in public and quasi-public organizations.

## Typical activities

- Carries out day to day administration tasks.
- Helps in the allocation of public resources.
- Reports any administrative issues to the relevant bodies.
- Manages and coordinates programs and services.

## Synonyms or related job titles

*Civil Servant, Public Servant, Civil Service, Public Service, Local Government Officer, County Administrator, Parish Administrator, City Manager, County Manager, Urban and Regional Planner, Community Service Manager*

Legacy Grade	15
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# GRADING RESULT

Career	Management
Grade	17

# FACTORS

## Professional Knowledge

By professional knowledge, we assess the demands on the type of training required to enable the position holder to cope with job-specific tasks and situations. The required skills and knowledge consist mainly of formal qualifications and relevant work experience. Basis for this classification are acquired skills and the associated knowledge in theory and practice. The model is compatible to the levels of the European Qualification Framework EQF. The different skills at a level are comparable, but not the same. The individual specifications are based on formal degrees, but qualifications may also be obtained in other ways. Technical core competencies for the job.

## **6 - The position requires professional knowledge that can be obtained through an undergraduate degree or an associate degree and additional certificates**

E.g. Bachelor's degrees, master craftsmen, technicians, or other comparable qualifications. For qualifications on this level the focus is on acquiring application-oriented technical or process knowledge. Technically oriented and application-oriented preliminary work on the development of new methods, mostly within a certain subject area.

## Experience

This factor assesses the technical or function-specific work experience beyond the formal qualifications necessary for the position. This is based on the assumption that both professional requirements of the position and the position holder's competencies develop constantly. Relevant practical experience beyond formal qualification is thus necessary to meet the requirements of the position in its entirety. Time spent in a position after formal qualification is usually considered work experience. Work as a research fellow can also be considered to be work experience. Relevant work experience as a freelancer or internships can be regarded as adequate work experience, too. Business and organization-specific knowledge is not assessed in this factor, it is assessed separately in organizational knowledge.

### **5 - 5-8 years**

The position requires relevant practical experience of 5 to 8 years. This level of professional experience corresponds to a performance level on which a career can stabilize for several years until retirement. Positions for senior professionals or senior administrative or technical staff are often found at this level. Depending on the content of the position the position holder has acquired good knowledge of the industry and the relevant markets over this period of time.

## Cognitive Abilities / Problem Solving

This factor covers the requirements on the position holders' problem-solving skills. The demands on mental performance, recognizing interrelations and solution development increases with both the complexity of the tasks and the sources that need to be considered. It describes the requirements needed to adapt to new situations and at higher levels to develop or evaluate solutions in terms of risks, inter-dependencies and potentials.

### **7 - Analysis of new problems, assessment of technical information and other sources, development of new solutions**

The demands on the cognitive abilities are mainly analytical and conceptual in a heterogeneous environment and require a high degree of flexibility and capacity to process information. Processing complex issues that require analyzing various sources as well as analytical and conceptual thinking to develop new solutions. Development of problem-solving methods or processes within a discipline or sub-discipline. The complexity is defined by a system or work environment with a large number of variable dimensions. Typically, full information on the individual components and their interaction is not available.

## Span of Control

This factor assesses the span of control. With increasing levels, the leadership task becomes more complex and versatile the size and diversity of controlled entities and other subordinate levels serve as an indicator. Deployment of staff and resources to achieve objectives. Evaluation of performance, evaluation of options for personnel development, motivation, possibly training. Recruitment, conflict resolution, weighing up of divergent objectives.



## **1 - Leading a small team (1 to 5 employees)**

As a line manager the position holder has disciplinary responsibility for the operational leadership of teams of 1 to 5 employees.

## Occupation group managed

This factor serves as a modifier for the span of control and takes into account the level of the managed employees. The level of the core of the managed entity provides the basis for the classification.

## **2 - Qualified staff, particularly fully trained or certified employees**

The directly or indirectly led occupation group consists primarily of skilled employees and possibly junior professionals.

## Organizational Knowledge

With this factor, the requirements on knowledge of the organization are assessed in terms of the interaction of individual units and business processes. At higher levels the knowledge extends further than the own organization and additionally covers relevant external relationships and their effects on the organization.

## **5 - Organizational knowledge of own field/department and its relation to the business objectives**

The position requires knowledge of the structures of their own field as well as interlinked areas and their importance to the business objectives. Organizational skills at this level are generally required to perform a partially operational, but mainly tactical, functional or disciplinary management task.

## Processes

This factor measures the impact of the position in running, monitoring, optimizing and developing processes. Business processes consist of a set of logically linked individual actions (tasks, activities) that are executed to achieve a business or operational goal. A process is repeatable, connected to added value, and uses resources of the organization. In case of externally operating roles the corresponding factor levels may be used accordingly.

## **4 - Developing new processes of department-wide significance**

The developed processes have an impact on an entire department and its subordinate structures. The processes thus typically cover a distinct discipline for which the position holder is responsible and operates in. The processes may be of local to global significance. An assessment of the complexity of these processes will be provided by the next factor.

## Complexity

Processes can be very diverse. To capture the complexity of the processes, and to serve as a modifier for the process ownership, this factor provides three different levels of complexity of processes within an organization.

## **2 - Complex processes**

(Sub-) processes can build on each other or can be interlaced. Changes in one sub-process can typically have a minor impact on the whole process or other interconnected sub-processes without major changes of the final outcome.

## Organizational Responsibility

The factor assesses the responsibilities of leaders from an organizational perspective. Freedom to act, position of the function within the hierarchy levels, range of disciplinary authority

### Definition of terms:

#### Division

- consists of multiple departments, possibly international or within a matrix organization
- may possibly have staff functions with considerable functional responsibility outside of teams

#### Department

- consists of multiple teams, possibly international or within a matrix organization
- may possibly have specialist functions outside of teams

#### Team

- group of multiple employees, irrespective of their qualification

### 1 - Responsibility for operational/technical and disciplinary decisions for the own team. (1st management-level)

Technical and operational decisions related to the work and performance of own team. Freedom of action within a framework defined by higher-level goals. Typically corresponds to the lowest level of leadership / team leader level. Leading staff functions with significant professional responsibilities is typically regarded as an independent department and evaluated with the second factor level, even if only a few specialists are led.

## Scope of Decisions

This factor assesses the significance of the decisions the position holder is directly responsible for in terms of geographic coverage levels. At the lowest level the decisions are of local or regional importance, at the highest level the decisions have an impact on key areas of an organization with global significance. Normal operative execution of decisions should not be evaluated here.

### 1 - Scope of the decisions is at national or regional level

The decisions have an impact on the particular region in which the position holder is located. The homeland and directly adjacent countries, where the organization operates to a limited extent, are understood as region.

## Communication

By the requirements on communication abilities, we assess the nature and influence of the interaction with internal and external communication partners. The aim of the interaction is the exchange of technical information, influence or negotiations. The ability to interact with individuals and groups successfully is based on intercultural competence and social skills. This category covers the interpersonal skills considered relevant to the job evaluation requirements.

## **5 - Convincing demeanor and diplomatic skills in negotiations**

The core responsibilities of the position include leading negotiations with internal parties such as labor representatives and / or customers as well as external suppliers and other service providers. If necessary, conflicts of interest have to be solved with an appropriate degree of diplomacy and skill in delicate negotiations. This level implies a high degree of social and intercultural competence and experience.



STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

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

LEIGH BRILL  
Trial Court Administrator  
lbrill@washingtoncountyar.gov

RICHARD FOUNT  
Official Court Reporter  
rfourt@washingtoncountyar.gov

April 11th, 2023

Re: Circuit Court III Lead Juvenile Officer/Specialized Police Officer

Dear JESAP Committee and Quorum Court members,

Circuit Court, Division III has a vacant Lead Juvenile Officer supervisory position (0403002), and I plan to promote one of my current Specialized Probation Officers into this supervisor position. However, the existing vacant Lead Juvenile Officer position is not a certified law enforcement position, and the officer that is to be promoted is a certified law enforcement officer that I would like to retain in that capacity. As a result, I am requesting that this vacant Lead Juvenile Officer position be replaced with my department's Lead Juvenile Officer/Specialized Police Officer job description, the same as currently exists in position 0403009. This existing job description more properly reflects both the supervisory and law enforcement duties with which this supervisor will be tasked.

As a result of the additional law enforcement-related job duties beyond the standard Lead Juvenile Officer position, the Lead Juvenile Officer/Specialized Police Officer position is graded as one grade higher than what is currently budgeted for this position. The vacant position is currently budgeted as a Grade 13 Lead Juvenile Officer with a salary of \$46,630.28, and the Lead Juvenile Officer/Specialized Police Officer position is a Grade 14 whose pay range starts at \$47,958.14.

In addition, the Specialized Probation Officer that I am planning to promote has worked in my Juvenile Court for over 6 years, has been a certified law enforcement officer for 5 years, and has knowledge and experience beyond the minimum for this position. This officer is also bilingual in both Spanish and English. As a result, it is my request that this promotion entail a pay raise not just to the minimum salary for Grade 14 but also an additional promotional pay raise, for a total annual salary of **\$49,379.20**. This requested annual salary falls within the first quartile of the pay grade, so is within county policy.

Together, both this position description change and promotional pay increase represent an annual salary increase of just \$2,748.92 over the currently budgeted salary for this vacant supervisor position.

Thank you for your consideration of this requested position change and associated promotional pay increase.



Honorable Stacey Zimmerman  
Circuit Judge  
Washington County Juvenile Court, Division III

<b>Circuit Court III- 2023 Position Change Request</b>																
<b>04.13.2023</b>																
<b>FUND 1000</b>											*beginning PP 230110					
PCN	NAME	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI	BUDGET INCREASE APERS	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE
0403016 - new	LEAD JUV OFFICER/SPO	\$0.00					\$49,379.20	\$23.74	14	1280	\$30,387.20	\$30,387.20	\$2,324.62	\$4,655.32	\$389.90	\$37,757.04
												\$30,387.20	\$2,324.62	\$4,655.32	\$389.90	\$37,757.04
<b>Ordinance Prep Lines</b>																
		1000403.1001	SALARIES FULL TIME				\$30,387.20									
		1000403.1006	SOCIAL SECURITY MATCHING				\$2,324.62									
		1000403.1008	EMPLOYER RETIREMENT CONTRIBUTION				\$4,655.32									
		1000403.1010	WORKERS COMP				\$389.90									
							\$37,757.04	<b>OVERALL TOTAL FOR ORDINANCE</b>								
<b>Slot 0403002 will be dissolved and the unused salary portion of \$46,631.00 will be returned to unappropriated reserves during the Quarterly de-appropriation of salaries Ordinance process.</b>																

# JOB

Job title	Lead Juvenile Officer/Specialized Police Officer
Job code	0403016
Comments	
Organizational unit	Washington County   Circuit Court III - 403
Global job family	Municipal / Public Services   Public Administration   Social Services

## Summary

The *Social Services* job family is responsible for providing direct services to individuals, families, and communities in order to promote social and economic well-being. This includes providing case management, counseling, and support services to those in need. Social Job holders may also advocate on behalf of their clients, connect them with resources, and provide crisis intervention services.

## Typical activities

- Provides direct service to clients in need.
- Conducts assessments to identify client needs.
- Develops and implements service plans.
- Provides crisis intervention.
- Links clients to appropriate resources and services

## Synonyms or related job titles

*Community Development Worker, Community Services Worker, Social Worker, Crisis Intervention Worker, Parole Officer, Probation Officer*

Legacy Grade	Not Assigned
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# GRADING RESULT

Career	Management
Grade	14

# FACTORS

## Professional Knowledge

By professional knowledge, we assess the demands on the type of training required to enable the position holder to cope with job-specific tasks and situations. The required skills and knowledge consist mainly of formal qualifications and relevant work experience. Basis for this classification are acquired skills and the associated knowledge in theory and practice. The model is compatible to the levels of the European Qualification Framework EQF. The different skills at a level are comparable, but not the same. The individual specifications are based on formal degrees, but qualifications may also be obtained in other ways. Technical core competencies for the job.

## **6 - The position requires professional knowledge that can be obtained through an undergraduate degree or an associate degree and additional certificates**

E.g. Bachelor's degrees, master craftsmen, technicians, or other comparable qualifications. For qualifications on this level the focus is on acquiring application-oriented technical or process knowledge. Technically oriented and application-oriented preliminary work on the development of new methods, mostly within a certain subject area.

## Experience

This factor assesses the technical or function-specific work experience beyond the formal qualifications necessary for the position. This is based on the assumption that both professional requirements of the position and the position holder's competencies develop constantly. Relevant practical experience beyond formal qualification is thus necessary to meet the requirements of the position in its entirety. Time spent in a position after formal qualification is usually considered work experience. Work as a research fellow can also be considered to be work experience. Relevant work experience as a freelancer or internships can be regarded as adequate work experience, too. Business and organization-specific knowledge is not assessed in this factor, it is assessed separately in organizational knowledge.

### **4 - 3-5 years**

3-5 years of professional experience commonly mean solid professional experience. In addition to professional qualifications, solid professional experience is needed to fulfil the requirements of the position. The additional knowledge and skills acquired through solid experience provide a significant increase of knowledge in scope, depth and content. Thus the position holder can process more complex tasks compared to less experienced staff at the same level of formal qualification. Alternatively, the additional skills could be acquired by a 2-year supplementary technical training. This should be considered when assessing the factors professional knowledge and experience. The basis is usually at least a 3-year, specialized vocational training or higher education. Depending on the focus of the position, well-founded knowledge of the industry or of relevant markets is developed.

## Cognitive Abilities / Problem Solving

This factor covers the requirements on the position holders' problem-solving skills. The demands on mental performance, recognizing interrelations and solution development increases with both the complexity of the tasks and the sources that need to be considered. It describes the requirements needed to adapt to new situations and at higher levels to develop or evaluate solutions in terms of risks, inter-dependencies and potentials.

### **4 - Known solutions and technical expertise are applied to recurring problems**

The demands on the cognitive abilities are largely procedural, partly analytical, and require flexibility in the choice of solutions in a homogeneous context. The frame of the potential problems is known and there are sample solutions, procedures or algorithms for problem solving. This action orientation requires various methods that are to be used sensibly and purposefully depending on the situation. For example, following a decision tree for fault finding in electronic devices or simple repairs on machines.

## Span of Control

This factor assesses the span of control. With increasing levels, the leadership task becomes more complex and versatile the size and diversity of controlled entities and other subordinate levels serve as an indicator. Deployment of staff and resources to achieve objectives. Evaluation of performance, evaluation of options for personnel development, motivation, possibly training. Recruitment, conflict resolution, weighing up of divergent objectives.

### **1 - Leading a small team (1 to 5 employees)**

As a line manager the position holder has disciplinary responsibility for the operational leadership of teams of 1 to 5 employees.

## Occupation group managed

This factor serves as a modifier for the span of control and takes into account the level of the managed employees. The level of the core of the managed entity provides the basis for the classification.

### **2 - Qualified staff, particularly fully trained or certified employees**

The directly or indirectly led occupation group consists primarily of skilled employees and possibly junior professionals.

## Organizational Knowledge

With this factor, the requirements on knowledge of the organization are assessed in terms of the interaction of individual units and business processes. At higher levels the knowledge extends further than the own organization and additionally covers relevant external relationships and their effects on the organization.

### **3 - Operative organizational knowledge within a department**

The position requires operational knowledge on how individual groups or contributors cooperate within a department as well as knowledge on the coordination of resources. Furthermore, operational knowledge for interacting with teams from other areas is required. Organizational skills at this level are generally required to perform a clearly defined, operational, functional or disciplinary management task.

## Processes

This factor measures the impact of the position in running, monitoring, optimizing and developing processes. Business processes consist of a set of logically linked individual actions (tasks, activities) that are executed to achieve a business or operational goal. A process is repeatable, connected to added value, and uses resources of the organization. In case of externally operating roles the corresponding factor levels may be used accordingly.

### **3 - Optimizing existing processes, participation in the development of new processes**

Adaptation of existing processes to other situations. The extended objective is to suggest improvements and analyze process times, process costs and process quality, and to identify requirements for new processes. Process optimization is a regular and important part of the position. Regularly means that attached (sub-) processes are analyzed at least once a year and adjusted if necessary. This is typically the first level of process ownership. An assessment of the complexity of these processes will be provided by the next factor.

## Complexity

Processes can be very diverse. To capture the complexity of the processes, and to serve as a modifier for the process ownership, this factor provides three different levels of complexity of processes within an organization.



## 2 - Complex processes

(Sub-) processes can build on each other or can be interlaced. Changes in one sub-process can typically have a minor impact on the whole process or other interconnected sub-processes without major changes of the final outcome.

# Organizational Responsibility

The factor assesses the responsibilities of leaders from an organizational perspective. Freedom to act, position of the function within the hierarchy levels, range of disciplinary authority

### Definition of terms:

#### Division

- consists of multiple departments, possibly international or within a matrix organization
- may possibly have staff functions with considerable functional responsibility outside of teams

#### Department

- consists of multiple teams, possibly international or within a matrix organization
- may possibly have specialist functions outside of teams

#### Team

- group of multiple employees, irrespective of their qualification

### 1 - Responsibility for operational/technical and disciplinary decisions for the own team. (1st management-level)

Technical and operational decisions related to the work and performance of own team. Freedom of action within a framework defined by higher-level goals. Typically corresponds to the lowest level of leadership / team leader level. Leading staff functions with significant professional responsibilities is typically regarded as an independent department and evaluated with the second factor level, even if only a few specialists are led.

# Scope of Decisions

This factor assesses the significance of the decisions the position holder is directly responsible for in terms of geographic coverage levels. At the lowest level the decisions are of local or regional importance, at the highest level the decisions have an impact on key areas of an organization with global significance. Normal operative execution of decisions should not be evaluated here.

### 1 - Scope of the decisions is at national or regional level

The decisions have an impact on the particular region in which the position holder is located. The homeland and directly adjacent countries, where the organization operates to a limited extent, are understood as region.

# Communication

By the requirements on communication abilities, we assess the nature and influence of the interaction with internal and external communication partners. The aim of the interaction is the exchange of technical information, influence or negotiations. The ability to interact with individuals and groups successfully is based on intercultural competence

and social skills. This category covers the interpersonal skills considered relevant to the job evaluation requirements.

#### **4 - Strong communication skills and empathy to communicate complex issues**

Adequate social and intercultural competences are required. The position holder is able to motivate and positively influence others in his/her interactions. Complex issues processed in a target-group-oriented manner. Constant exchange and intensive networking within the organization and/or with customers and/or with partners. The complexity arises from the different hierarchical and / or professional levels and cultural backgrounds of the recipients. For example, attendance at professional conferences and meetings as well as the publication of scientific articles. Participation in and holding negotiations can be part of the position.



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

April 12, 2023

Dear JESAP Committee Members,

This letter is a request to adjust the 2023 budgeted amount for Circuit Clerk slot number 102008. This person was hired to fill the position of Deputy Circuit Clerk I/Criminal Docket. This person comes to us from the Prosecuting Attorney's Office with a vast amount of experience in this arena which will benefit our office tremendously. This person is also bi-lingual, which is a very desirable skill that will be helpful in our office. This adjustment will allow this person to be paid at the top of the first quartile in this pay grade. This adjustment will require \$3,140.53 including salary and benefits to have the funding to finish out this year.

This position is funded through the Circuit Clerk General Budget.

Please contact me with any questions you may have, [ksylvester@washingtoncountyar.gov](mailto:ksylvester@washingtoncountyar.gov) or (479) 444-1539.

Sincerely,

Kyle Sylvester  
Washington County Circuit Clerk



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280 NORTH COLLEGE AVE SUITE 302  
FAYETTEVILLE, ARKANSAS 72701  
PHONE (479) 444-1538  
FAX (479) 4441537

Kyle Sylvester  
Circuit Clerk

April 12, 2023

Dear JESAP Committee Members,

This letter is a request to adjust the 2023 budgeted amount for Circuit Clerk slot number 102015. This person was hired to fill the position to assist in collection of Child Support Payments. This person comes to us from the Office of Child Support Enforcement with a vast amount of experience in this arena which will benefit our office tremendously. This adjustment will allow this person to be paid at the top of the first quartile in this pay grade. This adjustment will require \$3,869.74 including salary and benefits to have the funding to finish out this year.

This position is funded through the Circuit Clerk General Budget.

Please contact me with any questions you may have, [ksylvester@washingtoncountyar.gov](mailto:ksylvester@washingtoncountyar.gov) or (479) 444-1539.

Sincerely,

Kyle Sylvester  
Washington County Circuit Clerk



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PHONE (479) 444-1538  
FAX (479) 4441537

**Kyle Sylvester**  
Circuit Clerk

April 12, 2023

Dear JESAP Committee Members,

This letter is a request to adjust the 2023 budgeted amount for Circuit Clerk slot number 128015. This employee was moved to this slot in the bookkeeping/fines and costs department when a vacancy occurred. This adjustment aligns with her current rate of pay and will require \$952.18 including salary and benefits to have the funding to finish out this year.

This position is funded through the Recorder's Cost Fund and will not impact the 2023 general budget for the Circuit Clerk's Office.

Please contact me with any questions you may have, [ksylvester@washingtoncountyar.gov](mailto:ksylvester@washingtoncountyar.gov) or (479) 444-1539.

Sincerely,

Kyle Sylvester  
Washington County Circuit Clerk



Patrick Deakins  
County Judge



Patty A. Burchett  
HR Director

STRENGTH OF THE STATE

April 24, 2023

**SUBJECT: Justification Letter for Promotional Increase**

To whom it may concern,

I am requesting a promotional increase for Joana Barona who has accepted the position of HR Generalist II within the HR department. Joana was hired into the HR department in December of 2021 since that time she has excelled within the department by going above and beyond her required job duties. Joana takes on tasks that are not asked of her, is always a team player, has a positive attitude, and is able to provide bilingual services to our workforce, which is an extremely valuable skill for the HR department to possess. She is a pleasure to have in the department.

There is constant positive feedback that I received in regards to Joana's work ethic and demeanor when she is interacting with all levels in the workplace. She is honest, capable, and always has a willingness to learn.

The HR Generalist II position has additional responsibilities. I am certain that Joana is fully capable of performing these additional duties. In addition to Joana's proven abilities her education and experience meet the requirements for this position.

The HR department has experienced a lot of shifting since December of 2021 all of which include restructuring of daily duties, cleaning up/correcting many procedures and processes that had been in place for years as well as some new projects that have been beneficial to the entire workforce. Joana has been an integral part in helping accomplish these goals and I believe that she will continue to do so in her new position.

I would like to request a promotional increase to the 1<sup>st</sup> quartile in the pay range be provided to Joana. This will require an additional \$3,299.90 to be added to the personnel section of the HR departments budget.

Sincerely,

*Patty Burchett*

Patty Burchett  
HR Director  
Washington County

DocuSigned by:  
*Patrick W. Deakins*  
E15B62F34A93401...

Patrick W. Deakins

County Judge

HR Dept - 2023 Promotional Increase Request

FUND 1000

PCN	Name	Title	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI LINE 1006	BUDGET INCREASE APERS LINE 1008	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE
0121007	Joana Barona	HR Generalist II	\$48,585.48	\$23.36	13	640	\$14,949.38	\$52,459.07	\$25.22		1440	\$36,317.82	\$2,681.72	\$205.15	\$410.84	\$2.20	\$3,299.90
								\$52,459.07	\$25.22			\$2,681.72	\$205.15	\$410.84	\$2.20	\$3,299.90	

Ordinance Prep Lines

Human Resources

10000121.1001	SALARIES FULL TIME	\$2,681.72
10000121.1006	SOCIAL SECURITY MATCHING	\$205.15
10000121.1008	EMPLOYER RETIREMENT CONTRIBUTION	\$410.84
10000121.1010	WORKERS COMP	\$2.20
		<hr/>
		\$3,299.90 Ordinance Total





# OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT  
*District Prosecutor*

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FOURTH JUDICIAL DISTRICT  
WASHINGTON AND MADISON COUNTIES

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DEPUTY PROSECUTORS:

• Mieka Hatcher • Charles M. Duell • Denis Dean • Sara Swearengin • Courtney Cassidy • John Snyder • Jonathan Dixon • Brent Bryant • Dylan Weisenfels • Leta Darling •  
• Corey Anderson • Joanne Clarie • Madison Woods • Lee Warden • Madison McEver • Whitney Doolittle • Hannah Bell • Maria McSperritt • Sydney Ford • Allison Anderson •

Date: April 17, 2023

To: JESAP Committee Members and Justices of the Peace

From: Matt Durrett, Prosecuting Attorney

I am writing to request that Andrea Kuebler be provided an increase in her salary in the amount of \$6,283.40. This would bring slight above the first quartile of her pay grade at a rate of \$49,774.00 yearly (\$23.93 hourly). This amount reflects the pay she was making at the Sheriff's Office when she accepted her current position with us. I would also like to ask that this increase be made retroactive to her hire date of February 6, 2023. This is above the amount that is currently budgeted for the position, so it would be an additional cost to the county.

Ms. Kuebler is exceptionally well-qualified for the position she is currently in. For eight and a half years, she worked at the Washington County Sheriff's Office as a court liaison. Her primary responsibility was coordinating arraignments and first appearance hearing for the Sheriff's Office. Those are two of the responsibilities of her current position. Due to the knowledge and experience she has obtained throughout her career, she far exceeds the minimum requirements for this position. Because of her prior experience, she has required very little training in her current position, and has the ability to perform tasks normally handled by her supervisor.

Therefore, I am respectfully requesting that this salary increase be approved. Thank you for your consideration.

Very Truly Yours,

A handwritten signature in blue ink that reads "Matt Durrett".

Matt Durrett  
District Prosecutor



# OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT  
District Prosecutor

FOURTH JUDICIAL DISTRICT  
WASHINGTON AND MADISON COUNTIES

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TO: Andrea Kuebler  
FROM: Matt Durrett  
DATE: 02/06/2023

**SUBJECT: Employment Offer and Acceptance Letter**

We are very pleased that you have decided to join this office in the position of Full-Time Assistant Case Coordinator.

The position is located at 280 North College, Suite 301, Fayetteville, AR, and your pay will be based on the approved 2023 budget for the Prosecuting Attorney’s Office, which is \$43,491.00 annually. Pending approval from the Salary Administration Program, your pay will be increased to \$49,774.40. By signing your job description, you also understand that all requirements listed must be met in a reasonable timeframe or your rate of pay may be adjusted as a result of your failure to meet the necessary requirements. You will report to Amanda Caudle, Senior Case Coordinator.

Washington County is an at-will employer. Thus, you or your employer may terminate employment at any time, with or without cause and without notice.

Very Truly Yours,

Matt Durrett  
District Prosecutor

Please acknowledge your acceptance of this offer and return a copy to the Washington County Human Resource Office for our records. A copy of this acceptance will be kept in your personnel file.

Accepted:

Date: 2-6-23

Prosecuting Attorney Dept - 2023 New Hire Pay Request

FUND 1000

PCN	Name	Title											BUDGET	BUDGET	BUDGET	BUDGET	OVERALL
			2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	INCREASE SALARY LINE 1001	INCREASE FICA/MEDI LINE 1006	INCREASE APERS LINE 1008	INCREASE W.COMP	TOTAL BUDGET INCREASE
0416006	Andrea Kuebler	Case Coordinator	\$43,491.00	\$20.91	12	240	\$5,018.19	\$49,774.40	\$23.93		1840	\$44,031.20	\$5,558.39	\$425.22	\$851.55	\$4.55	\$6,839.71
							\$49,774.40	\$23.93				\$5,558.39	\$425.22	\$851.55	\$4.55	\$6,839.71	

Ordinance Prep Lines

Prosecuting Attorney

10000416.1001	SALARIES FULL TIME	\$5,558.39
10000416.1006	SOCIAL SECURITY MATCHING	\$425.22
10000416.1008	EMPLOYER RETIREMENT CONTRIBUTION	\$851.55
10000416.1010	WORKERS COMP	\$4.55
		<u>\$6,839.71</u> Ordinance Total