



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, May 22, 2023 at 3:30 pm in the 5th Floor Conference Room; below is the agenda for this meeting.

AGENDA

May 22, 2023

LOCATION: 5th Floor Courthouse Conference Room

- I. Public Comments
- II. Continued Business:
 1. Approval of Meeting Minutes from April 24, 2023 JESAP Meeting.
- III. New Business:
 1. Circuit Court IV request to approve a Peer Support Specialist position with a salary based on the projected funding of \$49,999.99 from the state.
 2. Sheriff department request to create new title of Mechanic position PCN#0418339 to their budget graded at a 16 with a requested amount of \$41,820.02 to complete the year.
 3. Sheriff department request to add an HR Generalist II position that will replace in title and duties the current title in the system of Corporal with the same PCN#0418399 to their 2023 roster the allocation of funds for this position would be \$33,441.30.
 4. HR department request to provide a new hire starting pay increase to the 1st quartile of a grade 10 for the HR Generalist I PCN#0121008 requested increase amount of \$3,827.84.
 5. Circuit Clerk request to provide promotional increases to two employees in PCN#: 0102017, 0102004.



CRISTI R. BEAUMONT
CIRCUIT JUDGE

STATE OF ARKANSAS

CIRCUIT COURT
FOURTH JUDICIAL DISTRICT
FOURTH DIVISION
P.O. BOX 4703
FAYETTEVILLE, AR 72702-4703
TEL. (479) 973-8420
FAX. (479) 973-8426
EMAIL: cbeaumont@washingtoncountyar.gov

KASEY K. HASSELL
Trial Court Administrator
CINDY S. DICKEY
Drug Court Administrator
COHEN COPELAND
Certified Court Reporter
HALEY SHEPLER
Case Manager
ARACELI GONZALEZ
Case Manager
CORPORAL ERIC G. SIZEMORE
Court Liaison
DEPUTY WILLIAM C. REYNOLDS
Court Officer

Quorum Court

I am requesting the Quorum Court approve peer support specialist positions for Washington County. The State has funding for 5-6 positions for Washington County. The State will provide up to \$50,000 per position for each peer support specialist, which includes pay and benefits. These positions are extremely necessary to support our drug court programs. The PSS provide transportation, support, and encouragement for our participants, which will significantly decrease the failure to appear rate and help our participants.

A handwritten signature in black ink, appearing to read "Cristi R. Beaumont".

Cristi R. Beaumont



Date Revised: May 9, 2023

PEER RECOVERY SPECIALIST

Exempt:	No
Department:	County Circuit Court
Division:	4
Reports To:	Circuit Judge
Location:	Washington County Courthouse

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist individuals in identifying personal goals for recovery using both one-on-one and group sessions.
- Support the individual in goal setting and development of a recovery plan by providing skills, strengths, supports and resources to aid them.
- Assist individuals with obtaining community resources for substance use treatment, recovery, housing, childcare and transportation, build social skills, education and employment opportunities, obtain medical services, and other recovery oriented activities.
- Assist individual by helping connect individual to the recovery community including inpatient and outpatient substance use services if needed.
- Communicate information with individuals and their treatment team
- 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.

- At least 2 years of success in personal recovery from substance abuse
- Ability to utilize individual and group skills
- Knowledge of local community resources

EDUCATION and/or EXPERIENCE:

- Certified Peer Recovery Support Specialist for 1 year
- Any other documents required by the State

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.



The incumbent must possess strong communication skills and excellent interpersonal skills; must possess the ability to establish and maintain good rapport with individuals often under difficult circumstances; must be able to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents in English; must be able to respond to complex or difficult inquiries or complaints from clients, regulatory agencies, or members of the business community.

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

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.

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.

WORKING CONDITIONS

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

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 quiet.



PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

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

SIGNATURE SECTION:

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

HR Director: *Patty Burchett*

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 04.05.2023

PEER SUPPORT SPECIALIST

PAYROLL CALCULATIONS

Inclusive items	How to calculate	Example
FT Salary	Pay Rate x 2080 hrs (*207K emps use 2236 hrs)	\$35,476.60
FICA/MEDI	Salary x 7.65%	\$2,713.96
Employer APERS	Salary x 15.32%	\$5,435.02
Health benefit	\$6,213.36 as of 2023 (\$517.78/mo x12)	\$6,213.36
Life Ins. Benefit	\$132.00 as of 2023 (\$11/mo x 12)	\$132.00
Workers Comp	*Salary x AAC rate x AAC modifier	\$29.06
Holiday Incentive	**Sheriff/Jail, JDC, Animal Shelter ONLY	
Longevity	Use gross up amt for qualifying year range	
Bonus per QC		
Expected Payroll Cost with Benefits		\$49,999.99

\$17.05/HR



OFFICE OF THE SHERIFF



WASHINGTON COUNTY, ARKANSAS

A TRADITION OF SERVICE SINCE 1828

JAY CANTRELL, SHERIFF

May 16, 2023

RE: Request for New Position (Mechanic-Sheriff's Office)

To Whom It May Concern;

We are requesting a new position, Mechanic-Sheriff's Office (0418339), be added to the jail budget. This position will be responsible for maintaining the Sheriff's Office fleet of approximately 200 vehicles. The Sheriff's Office has not had a dedicated mechanic's position in the past. The person currently acting as the mechanic is filling a jail corporal position.

In an effort to align our mechanic position pay with market value and to be comparable to other mechanic positions within Washington County, we are submitting a new job description titled Mechanic- Sheriff's Office (Grade 16).

The person currently in this position is a certified mechanic. He has over 35 years of mechanic experience, which is 25 years above the base requirements of the job description. He supervises and mentors state inmates acting as trustys (309s) by teaching them his trade which will further their life skills and allow them a smoother transition back into society.

Over the last few years local shop rates and wait times have continued to significantly increase. His level of expertise and knowledge allows us to keep most repairs, both minor and major, in house, thus saving the county tremendously both in time and money. Based on his experience we are requesting his pay be at the top of the first quartile of a grade 16 at \$30.04 per hour. For the remainder of 2023 the cost of this request is \$41,820.02

We appreciate your consideration for this request.

Respectfully,

Jay Cantrell
Jay Cantrell, Sheriff

Jail - 2023 New Position

05.16.2023

FUND 3017

*Start date of 06/12/23

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	
0418TBD	MECHANIC - JAIL	\$0.00	\$0.00	0	0	\$0.00	\$62,483.20	\$30.04000	16	1120	\$33,644.80	\$33,644.80	\$2,573.83	\$5,154.38	\$447.00	\$41,820.02	
												\$33,644.80	\$2,573.83	\$5,154.38	\$447.00	\$41,820.02	
Ordinance Prep Lines																	
		30170418.1001	SALARIES FULL TIME				\$33,644.80										
		30170418.1006	SOCIAL SECURITY MATCHING				\$2,573.83										
		30170418.1008	EMPLOYER RETIREMENT CONTRIBUTION				\$5,154.38										
		30170418.1010	WORKERS COMP				\$447.00										
							\$41,820.02 OVERALL TOTAL FOR ORDINANCE										

JOB

Job title	Mechanic
Job code	0418339
Comments	
Organizational unit	Washington County Sheriff
Global job family	Production Maintenance Vehicle Maintenance

Summary

The *Vehicle Maintenance* job family consists of positions that are responsible for keeping vehicles in safe and operable condition. This includes performing preventative maintenance, scheduling and performing repairs, and maintaining accurate records.

Job holders ensure that all vehicles are maintained in accordance with manufacturer's specifications and warranty requirements; develop and implement preventative maintenance programs for all vehicles; troubleshoot and repair mechanical, electrical, and hydraulic systems; and maintain accurate records of all maintenance and repair work.

Typical activities

- Performs regular maintenance and repairs on vehicles.
- Conducts regular inspections of vehicles to identify any potential problems.
- Keeps accurate records of all maintenance and repair work performed on vehicles.
- Records any problems or issues with the vehicles and solutions applied.
- Orders and maintains an inventory of parts and supplies needed for vehicle maintenance and repairs.

Synonyms or related Job Titles

Heavy Vehicle Maintenance, Automotive Technician, Mechanic

Legacy Grade	Not assigned
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GRADING RESULT

Career	Management
Grade	16

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.

5 - The position requires professional knowledge typically based on an Associate degree or vocational training with additional qualifications.

The position requires college education or formal vocational training as well as additional qualifications or professional knowledge at equivalent level acquired by work experience.

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.

6 - 8-10 years

The position requires long-term professional experience of between 8 and 10 years. This level of experience is typically awarded to clarify that the position is staffed with highly experienced / highly skilled professionals, because the position is either highly specialized and/or holds very significant responsibilities. This level typically corresponds with professional knowledge at least university degree level. Depending on the focus of the position this level of experience comes with broad and deep knowledge of the industry and the markets.

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.

6 - Assessment of new problems, analysis and modification of known solutions

The demands on the cognitive abilities are analytical, partly conceptual in a heterogeneous but usually known context with appropriate requirements on flexibility and basic abstract thinking. Application-oriented diagnosis of various problems of moderate complexity. Participating / assisting in the development of new problem-solving procedures within the framework of a specific discipline.

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.

3 - Leading a large team (more than 12 employees)

As a line manager the position holder has disciplinary responsibility for the operational leadership of teams of more than 12 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.

4 - Organizational knowledge of own field/department and interconnected units

The position requires knowledge on the structures of the own department and on operational interactions of organizational units within the own area, as well as groups of interdependent areas. Organizational skills at this level are generally required in order to perform an 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.

3 - The position requires very good communication skills and social skills

Subjects of various nature and complexity processed in a target-group-oriented manner. The position holder is in constant exchange within the organization and/or with customers and/or with partners concerning complex issues. This factor is usually chosen to evaluate 2nd level support in a call center that requires the exchange of information of higher complexity.



WASHINGTON COUNTY

Job Description – Mechanic

Date Revised: March 9, 2022

MECHANIC

Job Code:
Rating Group: Management
Exempt: No
Department: Sheriff
Reports To: Sergeant
Location: Washington County Courthouse

SUMMARY:

The Sheriff's Office Mechanic is required to perform mechanic work on diesel and gasoline vehicles both in the show and on the road. The incumbent services all Sheriff's Office vehicles providing repair service and ensuring that all county vehicles are maintained for the safe and continued use of county personnel. The incumbent has the responsibility for approximately \$50,000.00 worth of tools and equipment, several thousand dollars in parts and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform general mechanic work on diesel vehicles to include engine repair, hydraulic repair, and all other aspects of the machinery.
- Perform general mechanic work on gasoline vehicles to include engine repair and all other vehicle general repairs to include rebuilding engines and drive trains.
- Must examine and trouble shoot vehicle issue to determine type of repair needed.
- Perform daily inspection on at least one vehicle daily and perform routine maintenance on diesel and gasoline vehicles.
- Maintain reports on vehicle inspections
- Must be able to complete vehicle repairs in a timely manner and within the assigned deadline.
- Perform quarterly inspections on county vehicles such as brakes inspections, steering inspections, lights and other inspections as scheduled
- Perform minor body work on vehicles such as fixing dents, welding, and painting.
- Pick up parts from various part store, when needed. Ensure the proper replacement parts and supplies are ordered and on hand to properly maintain Sheriff's Office vehicles
- Fill out work orders and coordinate work with supervisor, must be able to provide an accurate estimate of the cost of the repair.
- Perform all activities in an efficient manner for the proper maintenance of all Sheriff's Office vehicles.
- Incumbent will have a minimum of 10 years mechanic experience on vehicles.



WASHINGTON COUNTY

Job Description – Mechanic

- Will be responsible for training/mentoring other personnel on vehicles specific to Washington County Sheriff's Office
- Will be responsible for testing and adjusting repaired systems to meet the manufacture's specifications.
- Diagnose, inspect and repair air conditioning and heating problems for all Sheriff Vehicles.
- Utilize advanced diagnostic computer equipment/software in the analysis, diagnosis, repair of gasoline and diesel engines and their related subsystems and components.
- Must be able to replace and balance tires
- Will be responsible for understanding control schematics and be able to interpret the standard to derive the values of the loads and simulate control loading
- Assemble set-up wiring arrangements and remove components using soldering/disordering methods
- Will be responsible for compiling, saving and tracking all Sheriff's Office vehicle repairs.
- Regular attendance is mandatory for this position
- The incumbent is subject to 24hour call
- Must be able to supervise State Prisoners (309) in accordance with the state and county requirements.
- The incumbent must perform other duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

The incumbent must have good communication skills, being understanding, courteous and effectively adapt to communication of leadership style to meet different people's needs. Must be detail oriented and quality conscious. Follow quality standards and procedures. Must have an outgoing personality with excellent presentation skills. Must have the ability to work well independently as well as with a team.

CRITICAL THINKING SKILLS:

Must have good problem-solving skills and the ability to troubleshoot problems.

EDUCATION and/or EXPERIENCE:

Must have a high school diploma or a general education degree (GED); Five (5) years of experience working on and maintaining vehicles. Advanced automotive maintenance, removal and replacement knowledge/skills. Must have advanced automotive diagnostic knowledge/skills.



MATHEMATICAL SKILLS:

Must have the ability to add, subtract, multiply and divide in all units of measure, using whole numbers common fractions and decimals and have the ability to compute, ratio, percent and the ability to draw and interpret graphs.

REQUIRED CERTIFICATES, LICENSES, and REGISTRATIONS:

Suspension and steering, Brakes, Heating and Air Conditioning, Refrigerant and Recovery, Engine Repair, Electric and Electrical systems, Engine Performance Auto Advanced Engine Performance, Automatic Transmission/Transaxle Manual Drive Train and Axels.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS:

Certified Master Technician

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel objects/controls, reach with hands and arms, and talk and hear. Safety is a prime concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads and perform manual labor. Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under adverse weather conditions and has to contend with dirt, dust, fumes, noise, oily conditions, and temperature extremes.

The noise level in the work environment for all employees is usually moderate.

SIGNATURE SECTION:

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

HR Director: *Patty Burchett*

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

Employee _____ Date _____



OFFICE OF THE SHERIFF



WASHINGTON COUNTY, ARKANSAS

A TRADITION OF SERVICE SINCE 1828

JAY CANTRELL, SHERIFF

May 19, 2023

RE: Request for New Position (HR Generalist II-Sheriff's Office)

To Whom It May Concern;

We are requesting an ADO/DFC/Corporal Flex position be changed to HR Generalist II-Sheriff's Office (0418399), Grade 13, in the jail budget. This position will not increase our personnel count and will result in little to no budget impact if approved.

For the last several years we have faced difficulty filling our open positions. This position will assist in recruiting and retention efforts and will be responsible for assisting the HR Director- Sheriff's Office in daily HR support to over 300 employees.

We are requesting the hourly rate for this position to start at \$22.42, however due to level of experience, we may request the pay to be top of the first quartile of a grade 13. The position (0418399) is currently unfilled and budgeted at \$52,456.56 as a Corporal.

We appreciate your consideration for this request.

Respectfully,

A handwritten signature in blue ink that reads "Jay Cantrell".

Jay Cantrell, Sheriff



Date Revised: February 25, 2022

HUMAN RESOURCE GENERALIST II

Job Code: 13
Exempt: No
Department: Jail
Reports To: Human Resource Director at Sheriff Offices
Location: Washington County Sheriff Offices

SUMMARY:

The Human Resources Generalist II is responsible for improving the productivity of the County's employees. This position assesses county-wide developmental needs to drive training initiatives and identifies and arranges suitable training solutions for employees. This position actively searches, creatively designs and implements effective methods to educate, enhance performance and recognize performance. This positions is meant to act in supervisory capacity within the Human Resource Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conducts annual training and development needs assessment.
2. Develops training and development programs and objectives.
3. Administers spending against the departmental budget.
4. Obtains and /or develops effective training materials utilizing a variety of media.
5. Trains and coaches managers, supervisors and others involved in employee development efforts.
6. Plans, organizes, facilitates and orders supplies for employee development and training events.
7. Develops and maintains organizational communications such as intranet bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
8. Conducts follow-up studies of all completed training to evaluate and measure results.
9. Modifies programs as needed.
10. Exemplifies the desired culture and philosophies of the organization.
11. Works effectively as a team member with other members of management and the HR staff.



12. Perform supervisory responsibilities which may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Carry out supervisory responsibilities in accordance with the County's policies and applicable laws.
13. Oversee special and strategic projects assigned by the HR Director, ensuring that they are completed in a successful and timely manner.
14. Assist in the development, maintenance and interpretation of the County's HR policies and employee handbook.
15. Assist with responding to Freedom of Information Act requests.
16. Participate in the development and implementation of HR goals, objectives, policies and priorities.
17. Coordinate HR programs and activities including: training and development, education resources, employee development, and employee relations.
18. Provide expertise and support for assigned HR functions.
19. Provide budgetary projections for training and development needs annually to the HR Director.
20. Collaborate with supervisors to appropriately manage long term training and development needs county-wide.
21. Assist with the preparation of Requests for Proposals (RFPs).
22. Assist the HR Director with classification, compensation and benefits studies and market review as needed.
23. Assist with maintaining the job classification system. Review, analyze and update data in various software applications to ensure information is accurate and current.
24. Assist with working with supervisors to draft and maintain job descriptions. Provide guidance for conformance with training and development standards.
25. Support workplace safety efforts by handling ergonomic and workplace safety issues as they may arise.
26. Perform other duties as assigned.

SECONDARY DUTIES:

1. In the absence of the HR Director and the HR Generalist III, responsible for supervision of HR staff, preparing communications for the Quorum Court such as Agenda items, and presenting information at Quorum Court meetings and other committee meetings as needed.
2. Other secondary duties as assigned.



QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum Qualifications –

1. Bachelor's Degree from four-year accredited college or university (major in business or Human Resources management or related area preferred) and/or 5 years of experience directly related to Human Resource Field.
2. SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred.
3. Certified Professional in Learning and Performance (CPLP) credential preferred.
4. Supervisory experience preferred.
5. Thorough knowledge of the principles and practices of Human Resources Administration and of the laws and regulations affecting Human Resources Administration practices.
6. Effectively communicate with others orally and in writing often under complex conditions that require good judgment.
7. Ability to read and interpret federal and state laws affecting Human Resources Administration practices.
8. Ability to work independently with little or no supervision.
9. Excellent verbal and written communication skills.
10. Strong presentation skills.
11. Adept with a variety of multimedia training platforms and methods.
12. Ability to evaluate and research training options and alternatives.
13. Ability to design and implement effective training and development.
14. High degree of organizational skills and ability to prioritize and meet deadlines.
15. Must be proficient in the use of a computer and related software programs including word processing and spreadsheet applications. Possess the ability to become proficient in the County's document imaging software, financial and HRIS systems as well as other HR applications. Ability to use standard office equipment (telephone, copier, etc.)
16. Must be able to sit for long periods of time; move from location to location. Ability to manipulate computer keyboard and papers; and stoop or bend (such as to work with and around filing cabinets). Occasional light lifting and carrying up to 10 pounds, may be required.

OTHER SKILLS and ABILITIES:

- Must successfully pass criminal background check, including but not limited to convictions, guilty pleas, or no contest pleas to violent offenses, theft offenses and any offense under A.C.A. 21-15-103 and A.C.A. 21-15-111.



- Must possess a valid driver's license.

PHYSICAL DEMANDS:

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

While performing the duties of this 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.

Must be able to move from location to location. Ability to manipulate computer keyboard and papers; and stoop or bend (such as to work with and around filing cabinets). Occasional light lifting and carrying up to 10 pounds, may be required.

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: *Patty Burchett*

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

Employee _____ Date _____

Jail - 2023 New Position																
05.19.2023																
FUND 3017																
										*Start date of 05/30/23						
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
0418TBD	HR GENERALIST II - SHERIFF	\$0.00	\$0.00	0	0	\$0.00	\$46,633.60	\$22.42000	13	1200	\$26,904.00	\$26,904.00	\$2,058.16	\$4,121.69	\$357.45	\$33,441.30
												\$26,904.00	\$2,058.16	\$4,121.69	\$357.45	\$33,441.30
Ordinance Prep Lines																
		30170418.1001	SALARIES FULL TIME				\$26,904.00									
		30170418.1006	SOCIAL SECURITY MATCHING				\$2,058.16									
		30170418.1008	EMPLOYER RETIREMENT CONTRIBUTION				\$4,121.69									
		30170418.1010	WORKERS COMP				\$357.45									
							\$33,441.30	OVERALL TOTAL FOR ORDINANCE								

Patrick Deakins
County Judge



Patty A. Burchett
HR Director

STRENGTH OF THE STATE

May 15, 2023

SUBJECT: Justification Letter for New Hire Starting Pay

To whom it may concern,

I am requesting that Myra Collins, who is a new hire for the HR department in the position of HR Generalist I, be provided a higher starting pay than what is currently budgeted for this position (PCN#0121008). Per county policy a hiring rate up to the 1st quartile can be provided given that there is ample justification.

Mrs. Collins has been with the county for numerous years in varying capacities and has excelled at every avenue in her career with Washington County. I believe that she will continue to do so in my department and will bring an added level of continuity between HR and the rest of the workforce. Mrs. Collins has prior general HR experience that she obtained prior to coming to the county and because of that gained knowledge I believe she will be an asset to the department for years to come.

Myra's current position as Quorum Court Coordinator falls within the same pay grade and the HR Generalist I position so in order to provide additional recognition for being the selected candidate I am requesting this increase.

Applicants for this position had to go through a 4 stage interview process all of which included an initial interview, competency exam, online versatility assessment, and a second off-site team oriented interview. This was a new process for the HR department to go through and it was designed around the concept of being a team player and what being a team player is defined as. Having these characteristics present within the HR department will further allow Washington County to progress with a team work mindset since HR is the central department that influences every employee and department within the workforce.

I would like close by saying, thank you for your consideration of this increase to the position as a result of hiring this qualified candidate.

Sincerely,

DocuSigned by:

Patty Burchett

A7A7CF87A41A489...

Patty Burchett,
HR Director
Washington County

DocuSigned by:

Patrick W. Deakins

E15B62F34A93401...

Patrick W. Deakins

County Judge

May 19, 2023 | 9:54 AM CDT

Patrick Deakins
County Judge



Patty A. Burchett
HR Director

STRENGTH OF THE STATE

TO: Myra Collins

FROM: Patty Burchett, HR Director

DATE: May 12, 2023

SUBJECT: Employment Offer and Acceptance Letter

We are very pleased to offer you the opportunity to join the Washington County team in the position of Full-Time Human Resource Generalist I.

This position is located at 280 College Ave., Fayetteville, AR 72701 on the fifth floor of the court house and your pay will be based on the approved 2023 budget for Human Resources, your starting pay will be \$40,473.47 annually with a pending committee approval increase to \$45,528.44; continued increases will be based on the approved pay scale, through annual budgeting and employee review processes. During your one-year probationary period your supervisor will have the opportunity to review your capabilities. During this timeframe you may be required to obtain additional specialized training to further your position with the county.

The position's job description is attached for your review and signature. Signing your job description will serve as acceptance of this job offer and you will be acknowledging your understanding that all requirements listed must be met in a reasonable timeframe or that your rate of pay may be adjusted as a result of your failure to obtain the necessary requirements. You will report to Patty Burchett, Human Resource Director.

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.

Please contact me directly to schedule your orientation date and so that I can answer any additional questions you may have.

Again, we are happy that you will be joining us and it will be a pleasure to have you join our team.

Sincerely yours,

Patty Burchett
Human Resource Director



WASHINGTON COUNTY

Job Description – Human Resource Generalist I

Date Revised: February 25, 2022

HUMAN RESOURCE GENERALIST I

Job Code: 10
Exempt: No
Department: Human Resources
Reports To: Human Resource Generalist II/Human Resource Director
Location: Washington County Courthouse

SUMMARY:

The Human Resource Generalist I under guidance of the Human Resource Generalist II is responsible for the following and may be assigned any combination, either at the main courthouse or at the satellite office. This position is expected to act as the main contact between the workforce and the department for all HR related needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other County employees (especially members of their own team), and have regular and reliable attendance that is non-disruptive.
2. Participate in the development and implementation of HR goals, objectives, policies and priorities.
3. In conjunction with the HR Generalist III assist with administering various human resource plans and programs such as, flu and Hep B shots and health screenings.
4. Coordinate HR programs and activities including: performance management, compensation, employee development, and employee relations.
5. Provide expertise and support for assigned HR functions.
6. Provide internal consultation to department supervisors and act as the first line HR contact for department supervisors and employees.
7. Assist in drafting new or revised policies and procedures and an employee handbook.
8. Assist with the Uniformed Officer testing process for entry level and promotional hiring.
9. Assist with FMLA and CAT Leave administration for the County.
10. Enter new employees and employee status changes into the payroll system. Function as the primary liaison between the HR Department and Payroll/Accounting for payroll changes.
11. Assist in drafting and/or reviewing RFPs.
12. Assist with troubleshooting workers' compensation problems encountered by employees, including but not limited to being a point of contact for problem resolution between medical providers, Association of Counties case workers and injured employees.
13. Monitor new employee eligibility for retirement benefits and conduct enrollment meetings for newly eligible employees.



WASHINGTON COUNTY

Job Description – Human Resource Generalist I

14. Assist with maintaining updated EEOP, EEO-4, VETS-100, and other legally required EEO and/or Veteran related reporting. Assist other departments who are applying for grants which require EEO data related information.
15. Assist with responses to Freedom of Information Act requests or inquiries.
16. Oversee and maintain HR's webpages on the County's internal and external website.
17. Assist with monitoring the HR Division's expenditures to ensure the division remains within approved budget allocations.
18. Conduct exit interviews as requested by employees.
19. Act as receptionist and secretary for the department, provide administrative support including making photocopies, faxing documents, processing incoming and outgoing mail, and performing other clerical functions. Greet applicants and current employees, answering questions and assisting with requests.
20. Maintain files of job descriptions including website files, public files for applicants, and monitoring revisions as they are approved.
21. Maintain the online in-house phone directory.
22. Route requests for verification of employment/wages to the Human Resource Technician Lead/Trainer.
23. Assist with job postings and maintaining records of job postings.
24. Obtain necessary hiring information from the elected officials and poll workers; Ensure that the position being hired for and the rate of pay comply with JESAP policy, and has been budgeted for the calendar year.
25. Assist the Human Resource Technician Lead/Trainer with carrying out orientation sessions for employees, explain and obtain mandatory forms, and acquaint the new employee with Washington County policies and procedures. Provide the new hire training on sexual harassment, workplace violence, blood borne pathogens, and other required trainings deemed necessary by the Human Resource Director.
26. Assist with reporting all new hires to the Arkansas New Hire Reporting Center, check motor vehicle records, and conduct background checks where required.
27. Create and maintain new employee personnel files, both electronic and paper, and ensure that all files are complete and up to date at all times. Employee files should be kept confidential.
28. Ensure adequate supplies are in stock at all times. Notify supervisor if supplies need to be ordered.
29. Assist in the organization of the annual Employee Health Fair, including scheduling vendors, coordinating dates, advertising, and requesting and picking up door prizes.
30. Respond to the Bureau of Labor Statistics Employment Statistics Survey monthly, and coordinate information with the Department of Labor as needed.
31. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
32. Maintain confidentiality at all times in and outside of the workplace.
33. Perform other duties as assigned.



WASHINGTON COUNTY

Job Description – Human Resource Generalist I

SECONDARY DUTIES:

1. Act as back up Human Resource Analyst.
2. Act as back up for other HR staff duties as needed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum Qualifications –

1. Bachelor's degree (B.A. or B.S.) in Human Resources or related area from a four year college or university and/or three years of related experience practicing human resources.
2. PHR or SHRM-CP desirable.
3. Web content maintenance experience desirable.
4. Ability to multi-task and work independently with little supervision.
5. Possess strong organizational skills.
6. Ability to pay close attention to details.
7. Ability to read and interpret federal and state laws affecting human resources administration practices.
8. Effectively communicate with others orally and in writing often under complex conditions that require good judgment.
9. Must be proficient in the use of computer and related software programs such as word processing and spreadsheet applications. Must be able to become proficient in the use of payroll inquiry and reporting software and other work-related software applications.
10. Ability to use addition, subtraction, multiplication and/or division. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

OTHER SKILLS and ABILITIES:

This individual must be able to adapt to changes in the work environment and manage competing demands, be able to deal with frequent changes, delays, or unexpected events. Incumbent should also have good time management skills and organizational skills. The HR Generalist I will utilize specialized HRIS, timekeeping, Microsoft Word, Excel, and Adobe Acrobat on a daily basis. 10-Key Skills are required as well as the ability to adapt to new software.



WASHINGTON COUNTY

Job Description – Human Resource Generalist I

- Must successfully pass criminal background check, including but not limited to convictions, guilty pleas, or no contest pleas to violent offenses, theft offenses and any offense under A.C.A. 21-15-103 and A.C.A. 21-15-111.
- Must possess a valid driver's license.

PHYSICAL DEMANDS:

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

While performing the duties of this 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.

Must be able to move from location to location. Ability to manipulate computer keyboard and papers; and stoop or bend (such as to work with and around filing cabinets). Occasional light lifting and carrying up to 10 pounds, may be required.

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: Patty Burchett

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

Employee Myra Collins Date May 11, 2023 | 1:29 PM CDT

HR Dept - 2023 Hiring Rate 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
0121008	Myra Collins	HR Generalist I	\$40,473.47	\$19.46	10	800	\$15,566.72	\$45,528.44	\$21.89	10	1280	\$28,017.50	\$3,110.75	\$237.97	\$476.57	\$2.55	\$3,827.84
								\$45,528.44	\$21.89				\$3,110.75	\$237.97	\$476.57	\$2.55	\$3,827.84

Ordinance Prep Lines

Human Resources

10000121.1001	SALARIES FULL TIME	\$3,110.75
10000121.1006	SOCIAL SECURITY MATCHING	\$237.97
10000121.1008	EMPLOYER RETIREMENT CONTRIBUTION	\$476.57
10000121.1010	WORKERS COMP	\$2.55
		<hr/>
		\$3,827.84 Ordinance Total



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

Kyle Sylvester
Circuit Clerk

May 16th, 2023

Dear JESAP Committee Members,

Due to recent vacancies in the Circuit Clerk's Office, employee 29443 in the Circuit Clerk's Office has been promoted to Assistant Bookkeeper/Data Support from Deputy Circuit Clerk II. This employee has shown to go above and beyond in their duties and has all of the skills and knowledge to take on the responsibilities of this new position. This promotion will transition this employee from a Grade 8 to a Grade 9. This position is budgeted for 2023 just under the mid-point for this pay grade. I am requesting that employee 29443 receive an increase in pay to \$23.10/hr. No budget increase adjustments will be necessary to make this increase as it will be what this position is currently budgeted for.

Thank you for your consideration in this matter.

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

Sincerely,

Kyle Sylvester
Washington County Circuit Clerk



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

Kyle Sylvester
Circuit Clerk

May 16th, 2023

Dear JESAP Committee Members,

Due to recent vacancies in the Circuit Clerk's Office, employee 29444 in the Circuit Clerk's Office has been promoted to Bookkeeper from Assistant Bookkeeper. This employee has shown to go above and beyond in their duties and has all of the skills and knowledge to take on the responsibilities of this new position. This promotion will transition this employee from a Grade 7 to a Grade 10. This position is budgeted for 2023 just over the mid-point for this pay grade. I am requesting that employee 29444 receive an increase in pay to \$24.32/hr, which is right at the mid-point for this pay grade. No budget increase adjustments will be necessary to make this increase as it will be below what is currently budgeted for the year.

Thank you for your consideration in this matter.

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

Sincerely,

Kyle Sylvester
Washington County Circuit Clerk