



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, June 26, 2023 at 3:30 pm in the 5<sup>th</sup> Floor Conference Room; below is the agenda for this meeting.

**AGENDA**

June 26, 2023

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

- I. Public Comments
- II. Continued Business:
  1. Approval of Meeting Minutes from May 22, 2023 JESAP Meeting.
- III. New Business:
  1. Discussion/Approval of the revised Catastrophic Sick Leave Policy.
  2. Assessor request for the re-grading of multiple positions in preparation for the 2024 budget year.
  3. Assessor request for title changes for their current Field Appraiser/Data Collector (PCN#0105036) to change to Appraisal Assistant Data Collector (PCN#0105006) and the current Business Personal Property Deputy Assessor (PCN#0105042-046) to change to Business Personal Property Appraiser (PCN#0105011-015).
  4. Circuit Court III request to re-grade all of their Juvenile Probation Officer slots for the 2024 budget year (PCN#0403005, 007, 010, 014, 023) from a grade 11 to 12.
  5. Circuit Court III request to re-grade Juvenile Probation Officer slot for 2024 budget year (PCN#0403013) from a grade 11 to 12 with a pay adjustment of 4.52% for the employee currently holding the position.
  6. Circuit Court III request to re-grade Juvenile Probation Officer Multilingual slot for 2024 budget year (PCN#0403008) from a grade 11 to 12 with a pay adjustment of 8.66% for the employee currently holding the position.
  7. Circuit Court III request to re-grade Staff Manager/Lead Juvenile Officer slot for 2024 budget year (PCN#0403004) from a grade 16 to 17 with a pay adjustment of 9.85% for the employee currently holding the position.
  8. Circuit Court III request to re-grade Specialized Probation Officer slot for 2024 budget year (PCN#0403006) from a grade 12 to 13.



STRENGTH OF THE STATE

9. Circuit Court III request to re-grade Specialized Probation Officer slot for 2024 budget year (PCN#0403012) from a grade 12 to 13 with a pay adjustment of 2.75% for the employee currently holding the position.
10. Circuit Court VIII request for 2023 budget year to re-appropriate funding for the following positions and to approve title changes, pay adjustments, and re-grading for the current employees for Juvenile Intake Diversion Officer (PCN#0408003) and Juvenile Intake Diversion Officer Multilingual (PCN#0408004) the new titles will be Juvenile Intake Officers (PCN#0408016, 017).
11. Circuit Court VIII request for 2023 budget year to add an additional Juvenile Intake Officer position with a PCN#0408018 at a grade 13.
12. Circuit Court VIII request for 2024 budget year to dissolve Lead Juvenile Officer (PCN#0408002) in order to create three new positions entitled Team Lead Officer (PCN#0408013, 014, 015) with a grade 16.
13. Circuit Court VIII request for 2024 budget year to dissolve Executive Assistant (PCN#0408011) and to then create the position of Chief Administrative Officer (PCN#0408012) with a grade of 12.
14. County Judge request to provide a new hire starting pay at the 1<sup>st</sup> quartile for the Deputy County Attorney position.
15. HIV Clinic request to approve a new hire pay for the Secretary Receptionist to the 1<sup>st</sup> quartile; no additional money is needed.
16. HIV Clinic request to provide a new hire starting pay for the Office Manager position at the 1<sup>st</sup> quartile; no additional money is needed.
17. Prosecuting Attorney request for salary increase due to hiring; Position: Bilingual Victim Assistance Coordinator (PCN#0416017) between the minimum and 1<sup>st</sup> quartile, no additional funding is required for this request.
18. Prosecuting Attorney request for salary increase due to hiring; Position: Office Administrator (PCN#0416005) between the minimum and 1<sup>st</sup> quartile, additional funding of will be needed to accomplish this request.
19. Purchasing Department request for a promotional increase for the new Purchasing Manager; no additional money needed.
20. Treasurer request for the 2024 budget to approve the re-grading of two deputy positions (PCN# 0103003, 004) from a grade 7 to a grade 9.
21. Catastrophic sick leave request for employee application #2023-001; initial application employee may need up to 12 weeks of time this request is for the initial 20 days allowed.





WASHINGTON COUNTY

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*JOB EVALUATION COMMITTEE MEETING – MINUTES*

- 7) Circuit Clerk request to provide promotional increases to two employees PCN#s: 0102017, 0102004.  
**(Forwarded onto County Services)**

**Motion** – Russell Hill

**2<sup>nd</sup>** – Bobby Hill

- 8) **Adjourn - Motion** – Patrick Deakins

**2<sup>nd</sup>** – Matt Durrett

## **CATASTROPHIC SICK LEAVE BANK PROGRAM**

Washington County's Catastrophic Sick Leave Bank Program (CSLB) allows any employee to donate accrued sick leave for use by employees who have a catastrophic illness or who have an immediate family\* member with a catastrophic illness, and whose own leave has been exhausted. Some specific details of the County's program are as follows:

### **Catastrophic Illness**

A medical condition of an employee or of the spouse, parent or dependent\*\* child of the employee as defined within this policy as certified by a physician, which requires the employee's absence from duty for a prolonged period of time and which results in a substantial loss of income for the employee because of the exhaustion of all earned sick, annual, and compensatory leave time.

### **Eligibility**

You must be a full-time employee to participate in the CSLB. To receive benefits under the program, new employees will become eligible to join the Bank on the date of their one year anniversary. Employees that are currently on disciplinary action or have been within the last year for poor attendance or do not have the minimum hours for initial membership are not eligible to enroll in to the Sick Bank program.

An approved absence for illness will not be considered poor attendance.

All regular full-time employees must meet the following requirements before being eligible to receive catastrophic leave:

- A. Satisfactory attendance and performance record.
- B. Sufficient information from a healthcare provider to confirm a catastrophic illness/injury exists.
- C. You must have exhausted all of your sick, annual, and compensatory leave, and as a result, face a substantial loss of income because of your, your spouse's, parent's or dependent\* child's medical condition.
- D. You must have donated to the bank previously.

Your own injuries or illnesses that are covered and compensated by workers' compensation are eligible under the CSLB, but your workers' compensation and catastrophic leave compensation combined may not exceed the compensation you received before the onset of your illness or injury.

### **Donations**

Donations to the CSLB are optional.

No one may directly or indirectly intimidate, threaten, or coerce you or any other employee in connection with donating, receiving, or using annual leave, sick leave, or catastrophic leave. You may not donate if doing so would reduce your combined accrued annual leave and sick leave balance to less than 20 hours.

Donations are final and cannot be reversed. Donations can only be made in one hour increments, and there is no limit to the amount of hours that may be donated. You may donate only sick leave. Donations from active employees are taken only during the annual donation drive, normally held in the fourth quarter. If you leave the County, your unused hours of sick leave will be donated to the Bank upon the termination of your employment. The Human Resource Director may extend the donation period on a case-by-case basis.

### **Application for use**

Catastrophic leave, for the purpose of this Bank, shall be defined as sick leave required (1) for treatment or recovery of a non-job injury or illness of the participating employee, which exceeds two (2) weeks in duration as documented by an attending physician, or (2) for treatment or recovery of an illness or injury of a participating employees' parent, spouse, or dependent child as defined in IRS Publication 501.

In certain cases an employee may be eligible to apply for Catastrophic leave if they have suffered an on-the-job injury to equal the difference of what will be received from Workers' Compensation compared to their normal compensation at the onset of injury/illness. Once a release to work has been received the employee will be expected to return to work and the remaining approved leave time will be turned back into the bank.

Applications for the CSLB are available in the Human Resource Office or on the County website.

When you request catastrophic leave, your department head or elected official must verify that you have not been disciplined for leave abuse and you must provide a copy of your physician's diagnosis detailing your condition (an approved FMLA application is sufficient documentation) along with your completed application to your department head or elected official.

Applicants will forward their application and medical documentation to Human Resources for verification and for submission to the CSLB Committee for review. The CSLB Committee will be comprised of the Washington County's Human Resource Department(s). Members must have applicable knowledge of HR/payroll processes and be able to maintain confidentiality. The Human Resource Director at the Courthouse shall have the authority to grant leave from the Bank for a period of up to four (4) weeks providing forms are completed and all medical documentation is in order without Committee approval.

The committee will review applications on a first-filed, first-considered basis. The CSLB Committee makes the final decision to grant or deny catastrophic leave. The decision of the committee is final. No appeals of declined leave transfer will be considered, however, the committee will clearly communicate to the employee why an application was not approved. An

employee may reapply if their circumstance changes and they were originally denied a leave allocation. The Committee will meet at a minimum of once a quarter unless there is a need for additional meetings due to new applications.

### **General Rule**

If you are granted catastrophic leave, you will continue to receive your normal pay and benefits, such as contributions to insurance and retirement, but your next salary increase will be delayed until you return to work without retro pay. While you are on catastrophic leave, you will continue to accrue sick in accordance with County policies, but any sick leave you earn while you are on catastrophic leave must, as a condition of your voluntary participation in the program, be assigned to the CSLB. Vacation accrual will freeze while an employee is on an active catastrophic sick leave.

You may also meet the eligibility requirements for the Family and Medical Leave Act (FMLA). All leave from the CSLB shall run concurrently with FMLA leave and shall be taken in 8, 10, or 12-hour increments depending on the shift of the employee unless approval for an intermittent leave under the FMLA has been granted. Intermittent leave may be granted in cases where a regimen of continuing treatment must be submitted with the request for intermittent catastrophic leave. A reoccurrence of the medical problem for which a leave was granted, beyond thirty (30) calendar days of return to active status, will be treated as a new case and will require submission of a new request form with medical documentation.

Employees on a catastrophic leave will be considered to be in a pay status. Any leave granted but not used shall be returned to the Bank.

Catastrophic leave is limited to six months, or 1,040 hours, in a 24-month period per application, unless you have been denied disability, retirement or social security benefits. In the case of being denied previous stated benefits, leave can be extended with additional medical documentation and written approval from the CSLB Committee outlining an extension. If you do not report to work at the end of your period of catastrophic leave, you may face termination at the discretion of the employee's Elected Official/Director.

The CSLB does not create any expectation or promise of continued employment. Further information about the program is available from Human Resources.

\*Immediate family as defined under federal FMLA law.

\*\*A child who may be claimed as a dependent under the Arkansas Income Tax Act.

### **Definition of Terms**

**Catastrophic Illness** - a medical condition (as defined under FMLA) which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, vacation, and compensatory leave time.

**Catastrophic Sick Leave** - paid leave in a rolling calendar year which is transferred to a leave recipient from Washington County's catastrophic leave bank. Catastrophic leave may be granted in 8, 10 or 12-hour increments. While a leave recipient is on catastrophic leave, he or she will receive normal benefits such as county contributions to insurance and retirement.

**Catastrophic Sick Leave Bank** - a pool of accrued sick leave donated by employees that has been approved for use by other employees.

**Catastrophic Sick Leave Bank Donor** - an employee whose voluntary written request to donate accrued sick leave to the county's catastrophic leave bank has been approved. No employee shall be allowed to be a leave donor if doing so would reduce that employee's combined accrued vacation leave and sick leave balance to less than 20 hours.

**Catastrophic Sick Leave Bank Program** - a program approved by the County and operated by the Department of Human Resources in concert with the Committee to provide for the orderly authorization and administration of catastrophic leave.

**Catastrophic Sick Leave Bank Recipient** - a current employee whose application to receive catastrophic sick leave has been approved.

**Employee** - a person who is a uniform or non-uniform employee who is compensated on a full-time basis and been employed at least one year. Part-time, seasonal or temporary employees are excluded from this definition and are not eligible to participate as a donor or recipient in the Catastrophic Sick Leave Bank Program.

**Medical Condition** - a personal or qualifying family member emergency limited to catastrophic and debilitating medical situations, severe complications resulting in the inability to work and severe accident cases that cause the employee to be incapacitated, require a prolonged period of recuperation and require the employee's absence from duty as documented by a physician. Disabilities resulting from elective surgery do not qualify.

**Medical Documentation** - documentation by a physician certifying that the employee is incapacitated and the period of incapacitation. The medical form for requesting Family Medical Leave may be used to request time from the Catastrophic Sick Leave Bank as well as the official Catastrophic Sick Leave Bank application.

**Prolonged Period of Time** - a continuous period of time whereby a medical condition prevents the employee from performing the employee's duties. A prolonged period of time is interpreted to be a minimum of two (2) weeks.

**Substantial Loss of Income** - a continuous period of time when the employee will not have otherwise been compensated by the county due to a medical condition and the exhaustion of all earned sick, vacation, and compensatory leave, and such medical condition is not covered and compensated by Worker's Compensation.





RUSSELL HILL  
Washington County Assessor

280 North College, Suite 250  
Fayetteville, Arkansas 72701

May 22, 2023

Dear JESAP Committee:

As part of our annual job description update and evaluation process, the HR Department reviewed the duties and responsibilities and recommended the following grade changes within the Assessor's office:

- Amendment 79 Administrator – current grade 9, proposed grade 11.
- Appraisal Supervisor – current grade 14, proposed grade 15.
- Branch Manager – current grade 10, proposed grade 13.
- Business Personal Property Supervisor – current grade 14, proposed grade 15.
- GIS Technician – current grade 10, proposed grade 11.
- Personal Property Supervisor – current grade 13, proposed grade 15.
- Real Estate Supervisor – current grade 14, proposed grade 15.

We are requesting these grade changes go into effect starting in 2024 but are bringing them before the committee now so that we have these changes approved and ready when we start the 2024 budget planning process in the next few months. As a side note, there were 4 other job descriptions reviewed this year that did not warrant any grade changes.

We also need to request two job title changes. These titles were changed during the annual job description update and evaluation process in previous years; however, there was never an ordinance filed making these changes official. There are no proposed grade changes for these job titles, so we are requesting these job title changes go into effect immediately for 2023:

- Field Appraiser/Data Collector changing to Appraisal Assistant Data Collector (1 position). This title change was originally done sometime prior to 2017.
- Business Personal Property Deputy Assessor changing to Business Personal Property Appraiser (5 positions). This title change was originally done in 2020.

Thank you for your consideration.

Russell Hill  
Washington County Assessor



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

June 9th, 2023

Re: Circuit Court III Juvenile Probation Officer slots 403005, 403007, 403010, 403014, and 403023

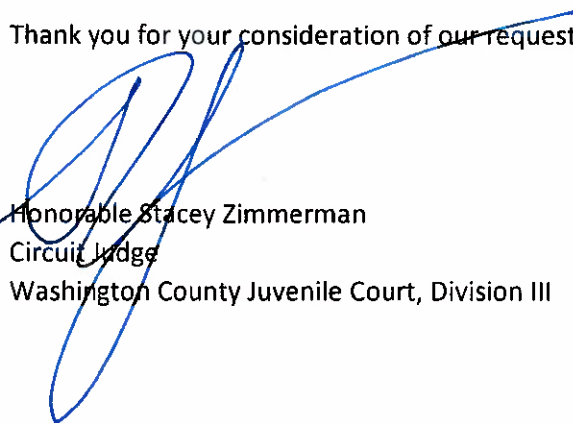
Dear JESAP Committee and Quorum Court members,

We received information from HR on June 3<sup>rd</sup> that our existing job descriptions for all positions in Circuit Court III had been processed through the newly acquired job grading software, and the recommendation from HR was to increase the grade of our Juvenile Probation Officer positions from their current Grade 11 to a Grade 12.

Our request is to implement this recommended pay grade change, and this change in grade would involve a pay increase for these positions from entry pay of \$41,793.02 to the new Grade 12 entry level pay of **\$43,053.21**.

If this pay grade change request is approved, it is our intention for this pay adjustment to go into effect with the start of the 2024 budget.

Thank you for your consideration of our request for this pay grade adjustment.

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



STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

**STATE OF ARKANSAS**  
**CIRCUIT COURT**  
**FOURTH JUDICIAL CIRCUIT**  
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LEIGH BRILL  
Trial Court Administrator  
lbrill@washingtoncountyar.gov  
RICHARD FOUNT  
Official Court Reporter  
rfount@washingtoncountyar.gov

June 9th, 2023

Re: Circuit Court III Juvenile Probation Officer slot 403013

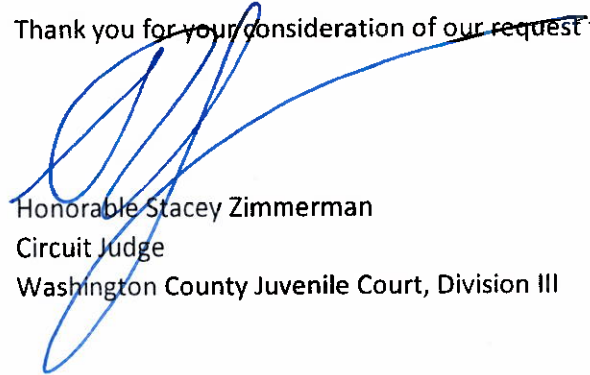
Dear JESAP Committee and Quorum Court members,

We received information from HR on June 3<sup>rd</sup> that our existing job descriptions for all positions in Circuit Court III had been processed through the newly acquired job grading software, and the recommendation from HR was to increase the grade of our Juvenile Probation Officer positions from their current Grade 11 to a Grade 12. Our request is to implement this recommended pay grade change, and this change in grade would involve a pay increase for these positions from entry pay of \$41,793.02 to the new entry level pay of \$43,053.21.

However, the officer in this particular Juvenile Probation Officer position is currently earning 4.52% above the minimum for their pay grade, due to raises and other increases previously approved for them. Our request is that this employee's pay within the new Grade 12 pay grade receive a similar adjustment of 4.52% above the minimum for the new grade, in order to avoid penalizing this employee during this pay grade change. This would result in a new Grade 12 pay of **\$44,999.22** for this employee.

If this pay grade and associated pay change request is approved, it is our intention for this pay adjustment to go into effect with the start of the 2024 budget.

Thank you for your consideration of our request for this pay grade adjustment.



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



STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

**STATE OF ARKANSAS**  
**CIRCUIT COURT**  
**FOURTH JUDICIAL CIRCUIT**  
**JUVENILE DIVISION THREE**  
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LEIGH BRILL  
Trial Court Administrator  
lbrill@washingtoncountyar.gov  
RICHARD FORT  
Official Court Reporter  
rfourt@washingtoncountyar.gov

June 9th, 2023

Re: Circuit Court III Juvenile Probation Officer Multilingual slot 403008

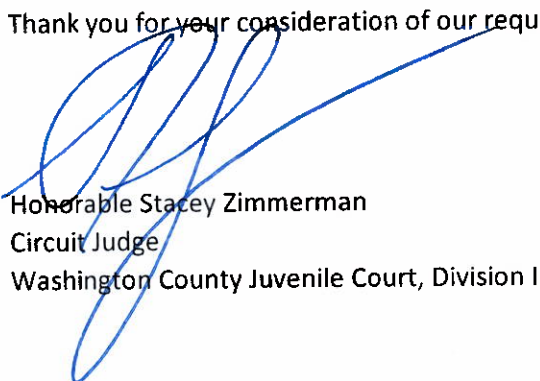
Dear JESAP Committee and Quorum Court members,

We received information from HR on June 3<sup>rd</sup> that our existing job descriptions for all positions in Circuit Court III had been processed through the newly acquired job grading software, and the recommendation from HR was to increase the grade of our Juvenile Probation Officer - Multilingual position from its current Grade 11 to a Grade 12. Our request is to implement this recommended pay grade change, and this change in grade would involve a pay increase for these positions from entry pay of \$41,793.02 to the new entry level pay of \$43,053.21.

However, the officer in this particular Juvenile Probation Officer - Multilingual position is currently earning 8.66% above the minimum for their pay grade, due to raises and other increases over their years of service. Our request is that this employee's pay within the new Grade 12 pay grade receive a similar adjustment of 8.66% above the minimum for the new grade, in order to avoid penalizing this experienced employee during this pay grade change. This would result in a new Grade 12 pay of **\$46,781.62** for this employee.

If this pay grade and associated pay change request is approved, it is our intention for this pay adjustment to go into effect with the start of the 2024 budget.

Thank you for your consideration of our request for this pay grade adjustment.

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



STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

**STATE OF ARKANSAS**  
**CIRCUIT COURT**  
**FOURTH JUDICIAL CIRCUIT**  
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LEIGH BRILL  
Trial Court Administrator  
lbrill@washingtoncountyar.gov

RICHARD FOURT  
Official Court Reporter  
rfourt@washingtoncountyar.gov

June 9th, 2023

Re: Circuit Court III Staff Manager/Lead Juvenile Officer slot 403004

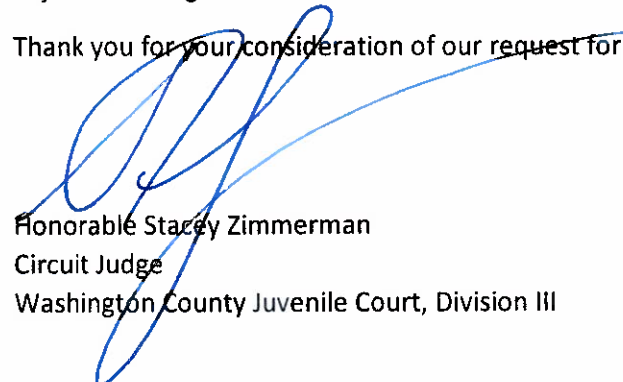
Dear JESAP Committee and Quorum Court members,

We received information from HR on June 3<sup>rd</sup> that our existing job descriptions for all positions in Circuit Court III had been processed through the newly acquired job grading software, and the recommendation from HR was to increase the grade of our Staff Manager/Lead Juvenile Officer position from its current Grade 16 to a Grade 17. Our request is to implement this recommended pay grade change, and this change in grade would involve a pay increase for these positions from entry pay of \$55,529.34 to the new entry level pay of \$57,012.96.

However, the officer in this position is currently earning 9.85% above the minimum for their pay grade, due to raises and other increases over their years of service. Our request is that this employee's pay within the new Grade 17 pay grade receive a similar adjustment of 9.85% above the minimum for the new grade, in order to avoid penalizing this experienced employee during this pay grade change. This would result in a new Grade 17 pay of **\$62,628.74** for this employee.

If this pay grade and associated pay change request is approved, it is our intention for this pay adjustment to go into effect with the start of the 2024 budget.

Thank you for your consideration of our request for this pay grade adjustment.



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



STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

**STATE OF ARKANSAS**  
**CIRCUIT COURT**  
**FOURTH JUDICIAL CIRCUIT**  
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LEIGH BRILL  
Trial Court Administrator  
lbrill@washingtoncountyar.gov  
RICHARD FORT  
Official Court Reporter  
rfourt@washingtoncountyar.gov

June 9th, 2023

Re: Circuit Court III Specialized Probation Officer slot 403006

Dear JESAP Committee and Quorum Court members,

We received information from HR on June 3<sup>rd</sup> that our existing job descriptions for all positions in Circuit Court III had been processed through the newly acquired job grading software, and the recommendation from HR was to increase the grade of our Specialized Probation Officer positions from their current Grade 12 to a Grade 13.

Our request is to implement this recommended pay grade change, and this change in grade would involve a pay increase for this position from entry pay of \$43,053.21 to a new Grade 13 entry level pay of **\$46,630.28**.

If this pay grade change request is approved, it is our intention for this pay adjustment to go into effect with the start of the 2024 budget.

Thank you for your consideration of our request for this pay grade adjustment.

A handwritten signature in blue ink, appearing to read "Stacey Zimmerman", written over a large, stylized blue scribble.

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



STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

**STATE OF ARKANSAS**  
**CIRCUIT COURT**  
**FOURTH JUDICIAL CIRCUIT**  
**JUVENILE DIVISION THREE**  
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LEIGH BRILL  
Trial Court Administrator  
lbrill@washingtoncountyar.gov

RICHARD FORT  
Official Court Reporter  
rfourt@washingtoncountyar.gov

June 9th, 2023

Re: Circuit Court III Specialized Probation Officer slot 403012

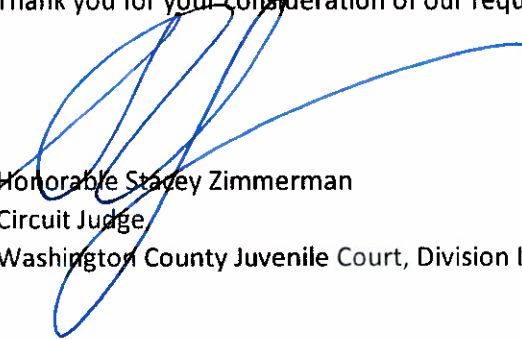
Dear JESAP Committee and Quorum Court members,

We received information from HR on June 3<sup>rd</sup> that our existing job descriptions for all positions in Circuit Court III had been processed through the newly acquired job grading software, and the recommendation from HR was to increase the grade of our Specialized Probation Officer positions from their current Grade 12 to a Grade 13. Our request is to implement this recommended pay grade change, and this change in grade would involve a pay increase for these positions from entry pay of \$43,053.21 to a new entry level pay of \$46,630.28.

However, the officer in this particular Specialized Probation Officer position is currently earning 2.75% above the minimum for their pay grade, due to raises and other increases over their years of service. Our request is that their pay within the new Grade 13 pay grade receive a similar adjustment of 2.75% above the minimum, in order to avoid penalizing this experienced employee during this pay grade change. This would result in a new Grade 13 pay of **\$47,912.61** for this employee.

If this pay grade and associated pay change request is approved, it is our intention for this pay adjustment to go into effect with the start of the 2024 budget.

Thank you for your consideration of our request for this pay grade adjustment.

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



**DIANE WARREN  
CIRCUIT JUDGE**

**STATE OF ARKANSAS**  
CIRCUIT COURT  
WASHINGTON AND MADISON COUNTIES  
WASHINGTON COUNTY JUDICIAL ANNEX  
123 N COLLEGE AVE.  
FAYETTEVILLE, AR 72701  
PHONE: (479) 695-1663  
FAX: (479) 927-1415

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

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

Date: June 7<sup>th</sup>, 2023

To: JESAP Committee Members

From: Division VIII

We are requesting the additional funds be allocated to Division VIII to fund the creation of an additional Juvenile Intake Officer and the regrading of our current Juvenile Intake Officers. We are currently operating with one intake officer dedicated to FINS cases and one intake officer dedicated to delinquency. These officers respectively have 128 cases and 78 cases to their name right now. While other juvenile officers carry an average of 20-30 cases. Intake officers are integral to the juvenile justice system because they touch every youth that comes through Division VIII whether a court case gets filed or not.

Intake officers retain cases for long periods of time, and they have supervisory responsibilities over each juvenile and family in their caseload. Each juvenile/family requires multiple interviews, phone calls, appointments and assessments totaling several hours of the officer's time. The intake officers are also expected to attend regular staff meetings, training courses and appear in court for all pre-adjudicated cases.

Currently our intake officers are consistently working overtime to give appropriate attention to each family and juvenile. To ensure that each family receives the best services and our employees are given a manageable caseload that may be worked during regular hours, we request an additional intake position. This job description and job title was updated to more accurately describe the position. The new graded is 13, it was previously a grade 12. We are asking to defund PCN 0408003 and 0408004 and appropriate those funds for PCN 0408016 and 0408017. We would request that slot 0408016 be brought to the 1st quartile and our officer in slot 0408017 be brought to the minimum of the new grade. We would also ask that the new position (0408018) be budgeted at the 1st quartile. This would be a total budget increase of \$34,705.00 for the rest of 2023.



10000408.1001	SALARIES FULL TIME			\$28,203.55		
10000408.1006	SOCIAL SECURITY MATCHING			\$2,157.57		
10000408.1008	EMPLOYER RETIREMENT CONTRIBUTION			\$4,320.78		
10000408.1010	WORKERS COMP			\$23.10		
				<b>\$34,705.00</b>	<b>OVERALL TOTAL FOR ORDINANCE</b>	

Sincerely,

Judge Diane Warren



**DIANE WARREN  
CIRCUIT JUDGE**

**STATE OF ARKANSAS**  
CIRCUIT COURT  
WASHINGTON AND MADISON COUNTIES  
WASHINGTON COUNTY JUDICIAL ANNEX  
123 N COLLEGE AVE.  
FAYETTEVILLE, AR 72701  
PHONE: (479) 695-1663  
FAX: (479) 927-1415

Lisa Garcia  
TRIAL COURT ADMINISTRATOR  
[lgarcia@washingtoncountyar.gov](mailto:lgarcia@washingtoncountyar.gov)

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

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

Date: June 7<sup>th</sup>, 2023

To: JESAP Committee Members

From: Division VIII

Division VIII is a recently created department, Judge Warren took the bench in January 2021. In the last two years, the division has grown and evolved. We have acquired a staff of 11 officers. Only two of which are supervisory roles. In the last 2.5 years we have partnered with many organizations and individuals in the community including Fayetteville Public Library, Washington County Sheriff's Office, Washington County Extension Office, Big Sister, Into The Light, Arkansas Hunger Relief Alliance, Dr. Sean Connors, Dr. Angela Mensah and many others. These partnerships have made possible the following programs to support our court-involved juveniles and their families; Beauty Redefined, Book club, Cooking Matters, Art Initiative, Decompression Sessions, Enlighten, Parent Groups and others. All of these programs have been at no cost to the county, mostly funded by grants and donations/ sponsorships. In all the development we have been nurturing these last 2 years, we have seen a need to expand our staff and review/ update a number of our existing positions. We are requesting to restructure Division 8 and create the following changes:

We are requesting to defund the Executive Assistant position (PCN 0408011) and appropriate those funds to replace that position with the Chief Administrative Officer position (0408012) which has been regraded to a grade 12 from a grade 8. We would also request to defund the Lead Juvenile Officer position (PCN 0408002) and appropriate those funds to replace it with three (3) new Team Lead positions (PCN's 0408016, 0408017, 0408018). One Team Lead for each case type (FINS, Delinquency and intake). These new positions have been graded at a 16.

We would ask for a 5% increase for PCN 0408011. This amounts to \$2,434.80, the new salary amount would be \$51,130.80 for 2024. We would ask for the three (3) Team Lead positions (PCN's 0408016, 0408017, 0408018) to be budgeted at the 1st quartile of grade 16 which is \$62,473.22.

Thomas Corona ° Jennifer Bryant ° Ashley Bush ° Cassandra Fields  
Jatori Harris ° Hallie Monson ° Monica Palacios  
Kelly Shelton ° Melissa Vega ° Lisa Garcia



**DIANE WARREN  
CIRCUIT JUDGE**

**STATE OF ARKANSAS**  
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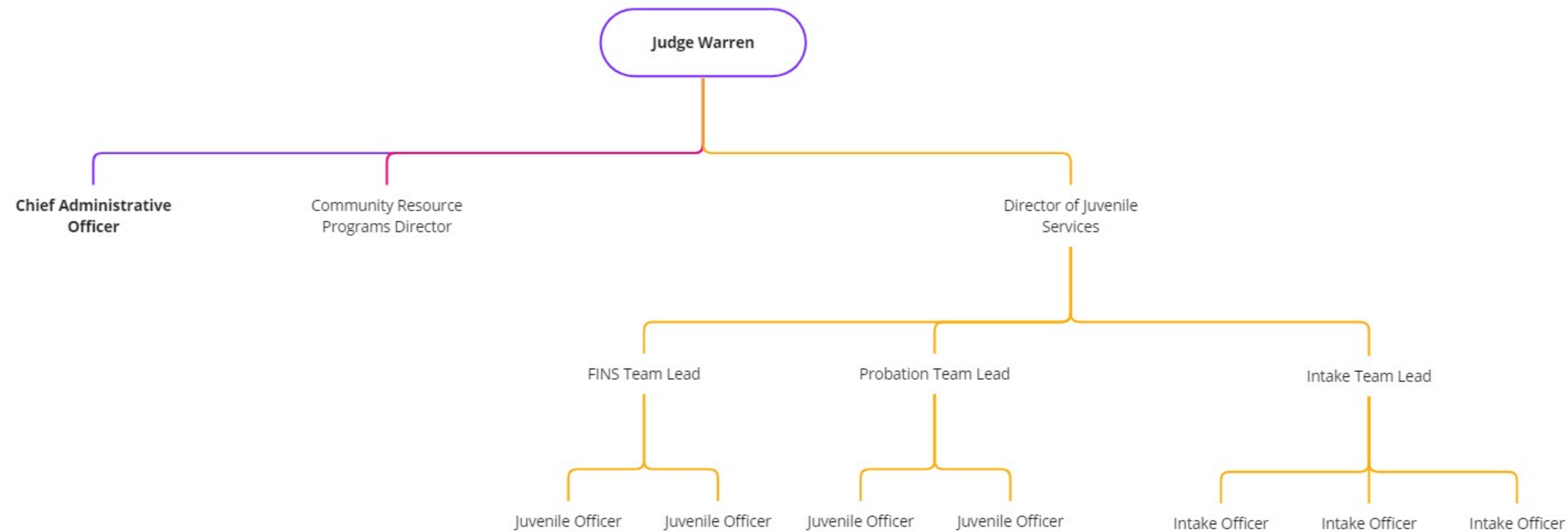
DEPUTY ALLEN LOTT  
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[alott@washingtoncountyar.gov](mailto:alott@washingtoncountyar.gov)

These changes will accurately reflect the job duties of each position and create better work efficiency so that we may serve the community to the best of our ability.

Thank you for your time and consideration.

Sincerely,  
Judge Diane Warren

Thomas Corona ° Jennifer Bryant ° Ashley Bush ° Cassandra Fields  
Jatori Harris ° Hallie Monson ° Monica Palacios  
Kelly Shelton ° Melissa Vega ° Lisa Garcia



<b>Circuit Court VIII - 2023 Position Increase Request</b>																		
6/21/2023																		
FUND 1000																		
										*as of PP2301150							*beginning PP 2301160	
Current PCN	New PCN	NEW 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	BUDGET INCREASE APERS	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE	
0408003	0408016	JUVENILE INTAKE OFFICER	\$47,359.00	\$22.76866	12	1200	\$27,322.39	\$52,287.86	\$25.13839	13	880	\$22,121.79	\$2,085.18	\$159.52	\$319.45	\$1.71	\$2,565.85	
0408004	0408017	JUVENILE INTAKE OFFICER	\$43,054.00	\$22.76866	12	1200	\$27,322.39	\$46,630.28	\$22.41840	13	880	\$19,728.20	\$3,996.59	\$305.74	\$612.28	\$3.27	\$4,917.88	
N/A	0408018	JUVENILE INTAKE OFFICER						\$52,287.86	\$25.13839	13	880	\$22,121.79	\$22,121.79	\$1,692.32	\$3,389.06	\$18.12	\$27,221.28	
													<b>\$28,203.55</b>	<b>\$2,157.57</b>	<b>\$4,320.78</b>	<b>\$23.10</b>	<b>\$34,705.01</b>	
<b>Ordinance Prep Lines</b>																		
			10000408.1001	SALARIES FULL TIME				\$28,203.55										
			10000408.1006	SOCIAL SECURITY MATCHING				\$2,157.57										
			10000408.1008	EMPLOYER RETIREMENT CONTRIBUTION				\$4,320.78										
			10000408.1010	WORKERS COMP				\$23.10										
								<b>\$34,705.00</b>	<b>OVERALL TOTAL FOR ORDINANCE</b>									
<b>Dissolve PCN 0408003 - replace with PCN 0408016</b>																		
<b>Dissolve PCN 0408004 - replace with PCN 0408017</b>																		

# JOB

Job title	Chief Administrative Officer
Job code	0408012
Comments	
Organizational unit	Washington County   Circuit Court VIII - 408
Global job family	Business Administration   Secretarial / Business Assistance

## Summary

The *Secretarial / Business Assistance* job family supports company executives, people managers and other individuals in a variety of ways, including receiving, screening, and directing calls, maintaining records and calendars, and arranging plans for meetings and travel.

Job holders may use business software to create reports, presentations, meeting minutes, correspondences, and more. They may also help develop secretarial standards and policies to be used within the organization.

## Typical Activities

- Supports executives, teams and managers by managing communications, maintaining records, scheduling, and planning.
- Creates, manages, and edits a variety of essential business documents, such as presentations, reports, and meeting minutes.
- Consistently works in a friendly, confidential manner, ensuring sensitive data remains secure.

## Synonyms or related job titles:

*Secretary, Team Assistant, Office Assistant, Executive Assistant, Administrative Assistant, Administrative Specialist, Administrative Support Assistant, Administrative Technician, Department Secretary, Office Assistant, Staff Assistant*

Legacy Grade	08
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# GRADING RESULT

Career	Individual Contribution
Grade	12

# 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.

### **3 - 1-3 years**

In addition to the knowledge acquired in the qualification time, the position requires first or advanced practical experience of 1-3 years. Depending on the positions focus and if it is necessary for the fulfilment of the task, basic industry or market knowledge is acquired during this period.

## **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.

## **People Responsibility**

This factor describes the position's influence on other people's actions. As a specialist, the focus lies on professional responsibility for training, development and mentoring of colleagues. Thus both technical and social aspects of cooperation and responsibility for others are to be assessed. The status / role within the organizational structure or the status of the position in the network of relationships within the organization can be of high relevance. Both technical and social aspects of responsibility for others and the degree of interconnectedness in the organization are considered in this factor.

### **2 - Instruction of new colleagues**

Position holder provides mostly informal orientation on the job for less experienced colleagues.

# 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.

## **1 - Simple processes**

The processes are clearly arranged and subject to little variation. The tasks are largely isolatable and can typically be handled conclusively by the position holder.

# Functional Responsibility

By functional responsibility we assess the decision scope and freedom of action of the position. Independence in the performance of tasks and the direct or indirect responsibility for a task field are indicators to assess the importance of the position in relation to the achievement of goals. The area of influence of the position within the organizational unit and in relation to other units is considered. Ability to influence final results.

## **4 - Making operational-technical decisions affecting the work of other groups**



Making decisions which are also basis for the work of other groups / teams. Freedom to act within a framework of general guidelines.

## 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.

# JOB

Job title Juvenile Intake Officer

Job code 0408016, 017, 018

Comments

Organizational unit Washington County | Circuit Court VIII - 408

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 12

# GRADING RESULT

Career Individual Contribution

Grade 13

# 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.

### **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.

## People Responsibility

This factor describes the position's influence on other people's actions. As a specialist, the focus lies on professional responsibility for training, development and mentoring of colleagues. Thus both technical and social aspects of cooperation and responsibility for others are to be assessed. The status / role within the organizational

structure or the status of the position in the network of relationships within the organization can be of high relevance. Both technical and social aspects of responsibility for others and the degree of interconnectedness in the organization are considered in this factor.

## **2 - Instruction of new colleagues**

Position holder provides mostly informal orientation on the job for less experienced colleagues.

## 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.

## **2 - Monitoring Processes**

Operational management of end-to-end processes or sub-processes. Monitoring and communicating process performance, responsibility for the achievement of specific process objectives. Instigation of process improvements. With this factor we assess positions that monitor implementation that are accountable and communicate the results. Adjustment needs are passed on by the position holder. Adjustments are not implemented, but possibly tested. 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.

# Functional Responsibility

By functional responsibility we assess the decision scope and freedom of action of the position. Independence in the performance of tasks and the direct or indirect responsibility for a task field are indicators to assess the importance of the position in relation to the achievement of goals. The area of influence of the position within the organizational unit and in relation to other units is considered. Ability to influence final results.

## **3 - Making operational-technical decisions affecting the work of the own group**

Making decisions that affect the work of their own group/team. Freedom to act within a framework of general guidelines.

# 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.

# JOB

Job title Team Lead Officer

Job code 0408013, 014, 015

Comments

Organizational unit Washington County | Circuit Court VIII - 408

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 13

# 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.

## **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.

### **3 - 1-3 years**

In addition to the knowledge acquired in the qualification time, the position requires first or advanced practical experience of 1-3 years. Depending on the positions focus and if it is necessary for the fulfilment of the task, basic industry or market knowledge is acquired during this period.

## 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.

### **2 - Leading a medium-sized team (6 to 12 employees)**

As a line manager the position holder has disciplinary responsibility for the operational leadership of teams of 6 to 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.

### **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

### 2 - Direct disciplinary responsibility for the own department (2nd management-level) and indirect responsibility for subordinate teams

The disciplinary responsibility extends to the directly led employees and leaders and their subordinate teams. Technical and operational decisions are related to the work of directly or indirectly associated groups or teams. Beyond assigned staff functions, organizational units are led by their own leaders. Generally self-reliant. Oriented to higher-level objectives. Typically corresponds to middle management / the level of department heads. May include the level of divisional managers in smaller and medium-sized organizations, if not multiple levels of hierarchy are managed.

## 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.

**Patrick W. Deakins**  
County Judge  
(479) 879-7961



280 North College Avenue  
Fayetteville, AR 72701  
PDeakins@washingtoncountyar.gov

## WASHINGTON COUNTY ARKANSAS

June 21, 2023

To: JESAP Committee Members

### Justification Letter for New Hire Starting Pay

I am requesting that the position of Deputy County Attorney (PCN# 0122004), be provided a higher starting pay than what is currently budgeted for this position. Per county policy a hiring rate up to the 1<sup>st</sup> quartile can be provided given that there is ample justification. The current budgeted amount for this position is \$97,119, and a move to the 1<sup>st</sup> quartile would bring this position to \$109,258.79.

This has been a difficult position for the county to fill. I am excited to report that after a considerable and lengthy selection process, the county has offered the position to Counselor Catherine Baker. Ms. Baker has achieved advanced degrees above and beyond the stated requirements of the job, specifically the Masters of Law (LLM) designation. This is a fourth year of law school dedicated to classwork, legal research, and writing. Additionally, Ms. Baker will not only bring extensive legal experience specific to the public sector, having worked for the Northwest Arkansas Economic Development District (NWAEDD), but will also bring valuable insight and experience into the critical areas of purchasing, grants administration, human resources, and American Rescue Plan Act administration.

My office continues to analyze our job structures against bringing efficient fulfillment of our governmental responsibilities to our citizens. We believe that being innovative with our current structure can bring both improved service and fiscal savings to the taxpayer. While we are very sensitive to any increased spending, we believe the addition of Ms. Baker's skills will allow us to eliminate the fulfillment of various roles in other departments. This will bring a realized savings to the county of approximately \$162,792.

I believe that for the above reasons, this adjustment is justified by both the qualifications of the candidate and the fiscal offsets the county will experience. I appreciate the committee's consideration, and am always available to provide further information.

Sincerely,

DocuSigned by:

*Patrick W. Deakins*

E15B62F34A93401...

Patrick Deakins  
County Judge

County Attorney Dept - 2023 New Hire Pay 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
0122004	Catherine Baker	Deputy County Attorney	\$97,119.00	\$46.69	26	1040	\$48,559.50	\$109,258.79	\$52.53	26	1040	\$54,629.40	\$6,069.89	\$464.35	\$929.91	\$4.97	\$7,469.12
								\$109,258.79	\$52.53				\$6,069.89	\$464.35	\$929.91	\$4.97	\$7,469.12

Ordinance Prep Lines

County Attorney

10000122.1001	SALARIES FULL TIME	\$6,069.89
10000122.1006	SOCIAL SECURITY MATCHING	\$464.35
10000122.1008	EMPLOYER RETIREMENT CONTRIBUTION	\$929.91
10000122.1010	WORKERS COMP	\$4.97
		<hr/>
		\$7,469.12 Ordinance Total

Washington County HIV Clinic  
3270 North Wimberly Drive  
Fayetteville, AR. 72703  
Phone: 479-973-8450 Fax: 479-973-8452

June 21, 2023

To: JESAP Committee Members

I would like to recommend Lupita Jimenez be started as a grade 3, 1<sup>st</sup> Quartile with her natural date of hire. She is very well qualified for the position with twelve years of experience in health. Also, she is proficient in English and Spanish.

Thank you for this consideration.

Sincerely,

A handwritten signature in cursive script that reads "Linda McGhee MD".

Linda McGhee, M.D.  
Medical Director

Washington County HIV Clinic  
3270 North Wimberly Drive  
Fayetteville, AR. 72703  
Phone: 479-973-8450 Fax: 479-973-8452

June 6, 2023

To: JESAP Committee Members

It is my pleasure to strongly recommend Latricia Shoals for the HIV Clinic Office Manager. She has worked at the Washington County HIV Clinic for 14 years. She is dependable and dedicated to this clinic. All the patients respect and appreciate her. All the various agencies and medical clinic's we work with are very appreciative of Latricia's knowledge and experience. She has consistently exceeded job expectations. Due to the knowledge and experience she has obtained during all this time, she far exceeds the minimum requirement for the HIV Clinic Office Managers position.

Latricia has been an active learner with all the responsibilities of the Health Care changes that come regularly. She has successfully learned the process of Prior Authorizations for the medications that are necessary for our patients and the referral process. Also, has learned to file claims with the various insurance companies. She has a strong work ethic and is willing to do whatever it takes to get the job done correctly in varies situations. Which in this position no day is predictable or the same. The responsibilities of the position is very high in expectations, which she has met.

She is a pleasure to work with because of her amazing positive attitude and team player.

I would like to request Latricia Shoals in at the top of the 3rd quartile with a starting rate of \$25.93. This request is consistent with the Hiring Rate Policy under Washington County's Job Evaluation/Salary Administration Program.

Sincerely,



Renee Gaston  
Office Manager



# OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT  
*District Prosecutor*

---

FOURTH JUDICIAL DISTRICT  
WASHINGTON AND MADISON COUNTIES

---

DEPUTY PROSECUTORS:

• Mieka Hatcher • Charles M. Duell • Denis Dean • Sara Swearingin • 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: June 6, 2023

To: JESAP Committee Members and Justices of the Peace

From: Matt Durrett, Prosecuting Attorney

I am writing to request that Arlene Peña be provided an increase in her salary in the amount of \$2,446.79. This would bring her salary to \$45,500.00 yearly (\$21.88 hourly), which is between the minimum for her grade (12) and the first quartile. This is above the amount that is currently budgeted for the position.

I believe Ms. Peña to be exceptionally well-qualified for the position she was recently hired for. She has a Bachelor of Arts Degree in Sociology and Criminal Justice, with Minors in Political Science and Legal Studies from the University of Arkansas. She spent the last three years with the Fayetteville Police Department as a police support specialist. In that position, she was responsible for processing case reports, inputting data from arrests and warrants into their record management system, and communicating with citizens on a variety of topics pertaining to department policy. She spent an additional two years working other jobs in the customer service area, which is a vital part of her current position.

Based on her experience, she will be able to adapt to her new position much more quickly than an average employee, thus increasing the efficiency of her position. 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



STRENGTH OF THE STATE

TO: ARLENE PENA-GUADALUPE  
FROM: MATT DURRETT  
DATE: JUNE 5, 2023

**SUBJECT: Employment Offer and Acceptance Letter**

We are very pleased that you have decided to join the county in the position of Full-Time **Bilingual Victim Assistance Coordinator's** position.

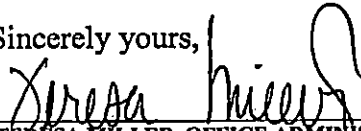
This position is located at **280 N. College Ave., Ste 30, Fayetteville, AR** and your pay will be based on the approved 2023 budget for **Prosecuting Attorney's Office**, which is \$43,500.00 annually. Pending approval from the Salary Administration Program, your pay will be increased to \$45,500.00. During your one-year probationary period your supervisors 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. By signing your job description you also understand 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 **Dana Scott, Victim Assistance Program 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.

A Human Resource representative will contact you following your acceptance of this offer to schedule your orientation date. We look forward to seeing you at Washington County Courthouse Human Resource offices located at 280 N. College Ave., Fayetteville, AR 72701 on your first day to complete the necessary new hire paperwork. At that time, we will be pleased to answer any additional questions that 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,

  
TERESA MILLER, OFFICE ADMINISTRATOR

Please acknowledge your acceptance of this offer and return a copy to Washington County Human Resource office at [hr@washingtoncountyar.gov](mailto:hr@washingtoncountyar.gov) for our records. A copy of this acceptance will be kept in your personnel file.

Accepted: 

Date: 06/05/2023





# OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT  
*District Prosecutor*

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FOURTH JUDICIAL DISTRICT  
WASHINGTON AND MADISON COUNTIES

---

DEPUTY PROSECUTORS:

• Mieka Hatcher • Charles M. Duell • Denis Dean • Sara Swearingin • 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: June 6, 2023

To: JESAP Committee Members and Justices of the Peace

From: Matt Durrett, Prosecuting Attorney

I am writing to request that Teresa Miller be provided an increase in her salary in the amount of \$4,031.12. This would bring her salary to \$54,000.00 yearly (\$25.96 hourly), which is between the minimum for her grade (15) and the first quartile. This is above the amount that is currently budgeted for the position.

I believe Mrs. Miller to be exceptionally well-qualified for the position she was recently hired for. She holds a Bachelor's Degree in Criminal Justice and Forensic Science from America Intercontinental University, as well as a Master's Degree in Business Administration from Columbia Southern University. Prior to accepting her current position with our office, she spent eight years as the Judicial Operations Supervisor for the Municipal Court of Seattle, where she was responsible for the day-to-day operations of the court services department. For three years before that, she was the Dependency Court Clerk for the Bay County Clerk of Court in Panama City, Florida. She also has experience working for the Arkansas Department of Correction and the Oklahoma County Clerk's Office.

Based on her experience, she has been able to adapt to her new position much more quickly than an average employee. Her experience has shown in her job performance thus far. 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

---

DEPUTY PROSECUTORS:

• Mieka Hatcher • Charles M. Duell • Denis Dean • Sara Swearingin • 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 •

TO: Teresa Miller  
FROM: Matt Durrett  
DATE: 03/13/2023

**SUBJECT: Employment Offer and Acceptance Letter**

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

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 \$49,968.881.00 annually. Pending approval from the Salary Administration Program, your pay will be increased to \$54,000.00. 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 Matt Durrett, Prosecuting Attorney.

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,

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

---

Matt Durrett  
District Prosecutor

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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: \_\_\_\_\_

A handwritten signature in black ink that reads "Teresa Miller".

Date: \_\_\_\_\_

March 15, 2023

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
0416005	Teresa Miller	Office Administrator	\$49,969.00	\$24.02	15	400	\$9,609.42	\$54,000.00	\$25.96	15	1680	\$43,615.38	\$3,255.81	\$249.07	\$498.79	\$2.67	\$4,006.33
							\$54,000.00	\$25.96					\$3,255.81	\$249.07	\$498.79	\$2.67	\$4,006.33

Ordinance Prep Lines

Prosecuting Attorney

10000416.1001	SALARIES FULL TIME	\$3,255.81
10000416.1006	SOCIAL SECURITY MATCHING	\$249.07
10000416.1008	EMPLOYER RETIREMENT CONTRIBUTION	\$498.79
10000416.1010	WORKERS COMP	\$2.67
		<hr/>
		<b>\$4,006.33 Ordinance Total</b>

Patrick Deakins  
County Judge



Patty A. Burchett  
HR Director

STRENGTH OF THE STATE

June 22, 2023

To whom it may concern,

I would like to request a pay adjustment for Jessica Paschal in the amount of \$51, 570.48. Mrs. Paschal's current position as Purchasing Coordinator Buyer will be eliminated. It has been determined that this department does not require dual positions, therefore, going forward the Purchasing Manager will be taking on all the duties.

As a result of this internal promotion I would like to request the above pay adjustment for this employee.

Thank you for your consideration.

Sincerely,

DocuSigned by:

*Lance Johnson*

C6D603136255404...

Lance Johnson

Chief of Staff

Washington County, Arkansas

DocuSigned by:

*Patrick W. Deakins*

E15B62F34A93401...

Patrick W. Deakins

County Judge

Washington County



BOBBY HILL  
County Treasurer

County Courthouse  
280 North College, Suite 116  
Fayetteville, AR 72701

## WASHINGTON COUNTY, ARKANSAS

June 20, 2023

To: JESAP Committee Members

From: Bobby Hill, Washington County Treasurer

I would like to request a grade adjustment for my two deputy treasurers:

30000103-003

30000103-004

Both Deputies are currently at a Grade 7 and as a result of the grading evaluations that have been carried out, I'm asking this grade be adjusted to a Grade 9 to prepare for the upcoming budget process. No new funding is needed for these positions for the 2023 budget year.

Thanks for your consideration,

Bobby Hill

A handwritten signature in blue ink that reads "Bobby Hill".

Washington County Treasurer

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Deputy Treasurer**

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**Exempt (Y/N):** No

**DEPARTMENT:** Treasurer

**DATE REVISED:** May 2022

**SUPERVISOR:** Chief Deputy Treasurer

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**SUMMARY:**

The Deputy Treasurer is responsible for the day-to-day operations of the Treasurer's Office and for accurate record keeping of said operations. Computer transactions, receipting, writing checks for county bills, transferring funds, depositing funds, tax distributions, employee payroll, and maintaining proper balances between banks and county accounts are responsibilities of the deputy treasurer. Annually, the deputy treasurer is responsible for approximately \$640 million in revenue transactions and \$600 million in expenditure transactions. On a daily basis, the deputy treasurer is responsible for balancing approximately \$80 million. The deputy will immediately report any issues directly to the chief deputy.

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

1. Process accounts payable checks uploaded from the comptroller's office.
2. Verify, allocate and post details of business transactions to subsidiary accounts in journals or computer files.
3. Maintain all county accounts and bank accounts accurately and efficiently and make sure accounts match on a daily basis.
4. Receipt all monies received by the treasurer's office. Keep a log of all receipts.
5. Preparing daily deposit for the chief deputy to take to the bank.
6. Daily reviews of county fund accounts and bank accounts to ensure they balance.
7. Process court orders signed by the county judge.
8. Create positive pay files to combat banking fraud.
9. Processing electronic funds: NetReach/Momentum, USABLE insurance, retiree insurance, PCard, credit unions, federal and state payroll taxes.
10. Display a courteous demeanor towards co-workers, other county officials and employees and citizens of the county.
11. Maintain a professional working relationship with co-workers and other county officials and employees to maximize cooperation.

12. Enter direct deposit information for each employee that wishes to receive this service.
13. Upload payroll file from the comptroller and process employee payroll for 600-700 employees on a bi-weekly basis. All check and wires are to be put in envelopes and sorted by department.
14. Process retirement for employees on a bi-weekly basis with the Arkansas Public Employee Retirement System (APERS).
15. Double-check the chief deputy's distribution of property taxes received from the collector.
16. Compile reports to show statistics such as cash receipts and expenditures and other items pertinent to operation of the office.
17. Ensure collateral is in excess of the balances of each bank.
18. Distribute funds via ACH to cities, school districts, improvement districts, and fire districts on a monthly basis. Send balance report to each entity.
19. Process Administration of Justice transfers and other transfers, as required.
20. Yearly tests of our disaster recovery plan. Ensure daily backups of the treasurer database are completed at least once a day.
21. Keep filing system updated and organized for easy reference. Prepare files for transport to county archives.
22. Ensure speedy and accurate accounting of office records for courthouse personnel and the general public.
23. Maintain a professional and courteous working relationship with Legislative Audit and assist and gather information for individual auditors as needed.
24. Maintain a professional and courteous working relationship with bank officials, county offices, city bookkeepers, and school district representatives.
25. Ensure all inquiries are handled professionally and in a timely manner, whether on the phone or in face-to-face situations.
26. Using Arvest's Cash Management System: ACH files and register, domestic wires, transfers, tax payments, and bank histories.
27. Have a working knowledge of both current and pending legislation affecting the Treasurer's Office.
28. Assist the chief deputy and/or treasurer 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:**

A high school diploma or G.E.D. is required. Two years of college or two years of experience performing similar functions is preferred.

**OTHER SKILLS and ABILITIES:**

Problem solving skills are crucial to this position. The individual must be able to use their own judgment to determine solutions to various problems that may arise. Also, must be able to interpret legislation and mandates the use of funds, which the office receives in order to ensure computer applications meet these requirements. Strict attention to detail and accuracy are a must. Machine skills include Microsoft Access, Excel and Word, fax machines, copiers and calculators.

**PHYSICAL DEMANDS:**

The physical demands are the same as one might expect in an office environment. Extended time sitting at a desk and working on computers are to be expected. Occasionally, lifting upwards of 50 pounds might be necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 mild.



Catastrophic Sick Leave Bank Balances -	
Category	Unit (Hours)
Rollover Total from Bank	40545.99
Total Available Time in Bank	46666.46
Total Encumbered Time in Bank	1799.74
Total that can be awarded	44866.72

This is the balance following the initial 20 days provided to this employee.