



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, July 24, 2023 at 3:30 pm in the 5th Floor Conference Room; below is the agenda for this meeting.

AGENDA

July 24, 2023

LOCATION: 5th Floor Courthouse Conference Room

- I. Public Comments
- II. Continued Business:
 - 1. Approval of Meeting Minutes from June 26, 2023 JESAP Meeting.
- III. Unfinished Business:
 - 1. Discussion/Approval of the revised Catastrophic Sick Leave Policy.
- IV. New Business:
 - 1. Circuit Court III request to provide a 1st quartile starting pay to new hire in the amount of \$48,436.81 annually; no additional funding required.
 - 2. Circuit Court VIII request to provide 1st quartile starting pay to promoted employee filling the Director position (PCN#0408001) in the amount of \$69,052.19 with retro pay back to effective date.
 - 3. Circuit Court VIII request to approve re-grade for the below listed positions with pay adjustments in their 2024 budget:

Current Circuit Court VIII Titles	Current PCN	Current Grade	New Grade	Pay Adjustment Request
Community Resource Program Coordinator	0408008	11	12	\$43,053.21
Juvenile Officers	0408005	11	12	\$43,053.21
Juvenile Officers	0408006	11	12	\$43,053.21
Juvenile Officers	0408007	11	12	\$45,171.41
Juvenile Officers	0408009	11	12	\$47,293.93
Juvenile Officers	0408010	11	12	\$44,766.71



STRENGTH OF THE STATE

4. Comptroller request to re-grade Accounts Payable Administrator (PCN#0113004) and to provide pay adjustment to the 1st quartile for the employee in the Accounts Payable Administrator position; amount needed will be \$1,793.33.
5. Comptroller request to provide promotional pay to the new Payroll Administrator (PCN#0113003) to the 1st quartile of a grade 11 in the amount of \$47,017.15 with retro pay; no additional funding is needed for this request.
6. Department of Emergency Management request for an additional position in their 2024 Budget: Deputy Director – Special Operations (PCN#0500008) classified in a grade 16.
7. Juvenile Detention Center request to increase the 2023 budgeted amount of a vacant slot (PCN#0444020) Youth Development Supervisor to be equivalent with the pay provided to the currently filled Youth Development Supervisor position (PCN#0444021); requested amount of \$1,080.10.
8. Buildings & Grounds request to approve the addition of a new position in their 2024 budget Facilities Assistant Director (PCN#0108007) at a grade 20.
9. Prosecuting Attorney request to approve re-grade for the below listed positions with pay adjustments in their 2024 budget:

Current Prosecuting Attorney Titles	Current PCN	Current Grade	New Grade	Pay Adjustment Request
Assistant Hot Check Administrator	0416008	10	12	\$48,436.82
Juvenile Case Coordinator	0416009	10	12	\$51,364.18
Senior Case Coordinator	0416014	13	15	\$49,968.88
Administrative Assistant	0416012	5	9	\$50,229.38
Case Coordinator	0416006	12	14	\$47,958.14
Case Coordinator	0416016	12	14	\$47,958.14
Hot Check Administrator	0416002	13	16	\$68,399.39
Senior Legal Assistant	0416003	13	16	\$62,473.22

10. County Judge request to approve the re-grading for the below listed positions within all “general service” departments for the 2024 budget year:



STRENGTH OF THE STATE

Current County Judge Department Titles	Current PCN	Current Grade	New Grade	Pay Adjustment Request
Building Maintenance Technician	108004	8	10	\$51,435.83
Building Maintenance Technician	108102	8	10	\$45,528.44
Lead man/Foreman	108100	12	13	\$52,459.07
Facilities Assistant Director– <i>Reclassified Position</i>	0108007		20	\$69,733.71
Director of Communications	0133001	25	26	\$97,118.92
AP Administrative Assistant	0113005	6	7	\$36,579.71
Assistant Comptroller	0113002	18	19	\$74,786.43
Administrative Assistant	0100005	5	11	\$47,017.15
Interlibrary Loan/Admin Assistant	0600004	7	9	\$49,699.98
911/Dem/Fire Services Director	0500001	18	21	\$87,035.92
Deputy Director EOC/Educator	0500003	14	16	\$55,529.34
Deputy Dem Dir Edu Fire Svc Coordinator	0500002	14	16	\$55,529.34
Deputy Director - Special Operations – <i>New Position</i>	500008		16	\$55,529.34
Environmental Enforcement Officer	0702004	11	14	\$47,958.14
Office Manager-HIV Clinic	0305001	9	14	\$53,950.21
Secretary/Receptionist	0305002	3	4	\$35,360.00
HR Generalist I	0121008	10	12	\$48,436.82
HR Generalist II	0121007	13	14	\$52,459.07
IT Support Specialist	0115007	13	14	\$47,958.14
IT Support Specialist	0115008	13	14	\$47,958.14
Assistant Director JDC	0444002	15	17	\$72,691.16
Executive Assistant-JDC	0444006	9	10	\$43,420.42
Juvenile Detention Officer	0444022	8	11	\$41,793.02
Juvenile Detention Officer	0444023	8	11	\$41,793.02
Juvenile Detention Officer	0444024	8	11	\$41,793.02
Juvenile Detention Officer	0444025	8	11	\$41,793.02
Juvenile Detention Officer	0444026	8	11	\$41,793.02
Juvenile Detention Officer	0444027	8	11	\$41,793.02
Juvenile Detention Officer	0444028	8	11	\$41,793.02
Juvenile Detention Officer	0444029	8	11	\$41,793.02
Juvenile Detention Officer	0444030	8	11	\$41,793.02
Juvenile Detention Officer	0444031	8	11	\$41,793.02
Juvenile Detention Officer	0444032	8	11	\$41,793.02
Juvenile Detention Officer	0444033	8	11	\$41,793.02
Juvenile Detention Officer	0444034	8	11	\$41,793.02
Juvenile Detention Officer	0444035	8	11	\$41,793.02

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.



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 FORT
Official Court Reporter
rfourt@washingtoncountyar.gov

July 14th, 2023

Re: Katherine Morales salary increase request

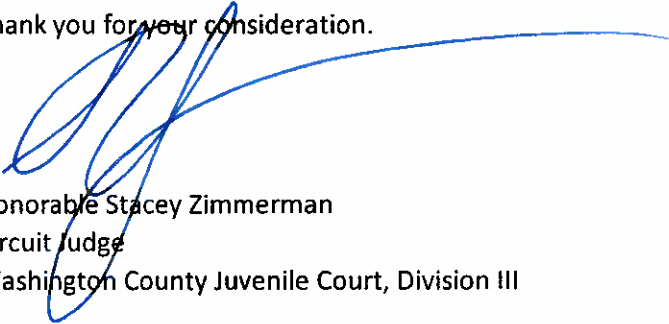
Dear JESAP Committee members,

Katherine Morales has accepted a position as a Juvenile Intake Officer with the Washington County Juvenile Court, Division III. The standard starting pay for this position is \$20.69 per hour/\$43,053.21 annually. However, I am requesting that Ms. Morales receive the increased pay of **\$23.28 per hour/\$48,436.81 annually**, due to her experience and qualifications exceeding the minimum for this Juvenile Intake Officer position.

Ms. Morales has over five years of experience working with juveniles, including working for Rogers Public Schools, Arkansas Children's Hospital, and the Benton County Juvenile Detention Center. In addition, Ms. Morales is bilingual, being fluent in both Spanish and English, and has experience with Spanish-English translation both within the juvenile justice system as well as the healthcare and school systems.

It is my belief that Ms. Morales' years of experience working with youth, as well as her her bilingual skills, justify this increase to her starting salary. Her bilingual skills in particular are in great demand within our department. This requested pay increase fall within the guidelines of Washington County salary policy, being halfway between the minimum and midpoint of the pay grade for this position. **This salary increase would also require no additional appropriation of county funds to the Circuit Court III budget, as that is the amount already budgeted for this position.**

Thank you for your consideration.



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

Circuit Court VIII - 2023 Position Increase Request																		
7/18/2023																		
FUND 1000																		
*as of PP2301140																		
*beginning PP 2301150																		
PCN	NAME	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI	BUDGET INCREASE APERS	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE		
0408001	DIRECTOR/LEAD JUV OFF	\$62,053.00	\$29.83	20	1120	\$33,412.71	\$69,052.19	\$33.19817		960	\$31,870.24	\$3,229.96	\$247.09	\$494.83	\$2.65	\$3,974.52		
							*This includes Retro pay back to July 10, 2023					\$3,229.96	\$247.09	\$494.83	\$2.65	\$3,974.52		
Ordinance Prep Lines																		
		10000408.1001	SALARIES FULL TIME				\$3,229.96											
		10000408.1006	SOCIAL SECURITY MATCHING				\$247.09											
		10000408.1008	EMPLOYER RETIREMENT CONTRIBUTION				\$494.83											
		10000408.1010	WORKERS COMP				\$2.65											
							\$3,974.53	OVERALL TOTAL FOR ORDINANCE										



**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

DEPUTY ALLEN LOTT
 COURT BAILIFF
alott@washingtoncountyar.gov

Date: July 13th, 2023

To: JESAP Committee Members

From: Division VIII

We have hired a new Director of Juvenile Services and we would ask that she make the first quartile of grade 20. She has almost 15 years of service to Washington County and she has been with Division VIII since it's creation. She is well versed in many aspects of juvenile court and far exceeds the minimum requires of the job. For these reasons we would ask for her pay to be adjusted to the 1st quartile. This is make her annual salary \$69,733.71. We would ask for this to be effective retroactively to her start date, July 10th.

FUND 1000		*as of PP2301140						*beginning PP 2301150								
PCN	NAME	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	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
0408001	DIRECTOR/LEAD JUV OFF	\$62,053.00	\$29.83	20	1120	\$33,412.71	\$69,052.19	\$33.19817		960	\$31,870.24	\$3,229.96	\$247.09	\$494.83	\$2.65	\$3,974.52
							*This includes Retro pay back to July 10, 2023				\$3,229.96	\$247.09	\$494.83	\$2.65	\$3,974.52	
Ordinance Prep Lines																
	10000408.1001						\$3,229.96									
	10000408.1006						\$247.09									
	10000408.1008						\$494.83									
	10000408.1010						\$2.65									
							\$3,974.53									OVERALL TOTAL FOR ORDINANCE

Thank you for your time and consideration.

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



**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**

**DEPUTY ALLEN LOTT
COURT BAILIFF
alott@washingtoncountyar.gov**

Date: July 13th, 2023

To: JESAP Committee Members

From: Division VIII

We have been informed that the job description of Community Resource Programs Director has been regraded by the HR department from a grade 11 to a grade 12. We would ask that this position be regraded according to this recommendation in the 2024 budget.

Thank you for your time and consideration.

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



**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
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**RALENN MCBEE
OFFICIAL COURT REPORTER
rmcbee@washingtoncountyar.gov**

**DEPUTY ALLEN LOTT
COURT BAILIFF
alott@washingtoncountyar.gov**

Date: July 13th, 2023

To: JESAP Committee Members

From: Division VIII

We have been informed that the job description for our Juvenile Officers have been regraded by the HR department from a grade 11 to a grade 12. We would ask that all our Juvenile Officer positions be regraded to a grade 12. PCNs 0408005, 0408006, 0408007, 0408009, 0408010.

We would also ask that each officer receive an increase equal to the percentage above the minimum they are currently earning.

PCN 0408007 is currently earning 4.92% above the minimum of grade 11 so we would ask she earn 4.29% above the minimum of Grade 12 equaling to the amount of \$2,118.20 annually. Total salary would be \$45,171.41.

PCN 0408009 is currently earning 9.85% above the minimum of grade 11 so we would ask they earn 9.85% above the minimum of grade 12 equaling the amount of \$4,240.72 annually. Total salary would be \$47,293.93.

PCN 0408010 is currently earning 3.98% above the minimum of grade 11 so we would ask they earn 3.98% above the minimum of grade 12 equaling the amount of \$1,713.50. Total salary would be \$44,766.71.

Thank you for your time and consideration.

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



WASHINGTON COUNTY, ARKANSAS COMPTROLLER'S OFFICE

July 19, 2023

Dear JESAP Committee:

Based on our annual job description update and evaluation process, the HR Department has reviewed the duties and responsibilities of the **ACCOUNTS PAYABLE ADMINISTRATOR** and recommended back in June the following grade change within the Comptroller's office:

- A/P Administrator (PCN0113004) – **current grade 9, proposed grade 13.**

Our county's A/P function is performed by only two approved full-time slots headed up by the Accounts Payable Administrator with the following thoughts in mind:

1. Our A/P process is excessively complicated beyond private sector accounting due to state auditing and internal control requirements. I think you can agree that we absolutely must have deep experience in at least one of these positions in fund accounting to accommodate properly charging each department without constant correcting entries involving EVERY DEPARTMENT negatively due to our pro rata charge-out policies across all users of the cross-department products/services.
2. In the first six months of 2023, 8,060 invoices were processed for payment by these two positions. The number of invoices is expected to remain the same or grow ... not decrease, and I prefer not to limit, or stop the growing P-card use!
3. One of these positions is now vacant due to a critical need for county-experience, at a minimum, to cover the complicated Comptroller payroll function which, again, affects EVERY COUNTY DEPARTMENT's payroll success.
4. The search for the second position has begun but will take time to find a strongly qualified candidate for the minimum grade currently allowed.
5. In the interim the Comptroller's staffing is down by 25% so maintaining current staffing is critical.
6. This current A/P Administrator position is now tasked with covering 100% of this complicated A/P function with the same success we take for granted, plus search, on-boarding, and training for a new employee over several months to be at our mandated competence standard.

Therefore, as strong as I am in agreement with our administration's desire to absolutely limit 2023 adjustments during the 2024 budgeting period except for replacements, I sincerely believe this is, in effect, a replacement issue and the county needs to step up to the plate now (effective for the August 21st pay period, not five months from now, to come along side our current Administrator as we ALL, by this decision, ask her to stretch herself significantly to cover these complicated functions for what is a grade adjustment (1st Quartile, in her situation) that has already been earned, but delayed due to the six month ramp-up in my own position. The pay calculations are attached.

My career education is to minimize the potential risk of losing existing successful experience in critical functions (that is easily taken for granted from current exceptional performance ... until it is not there). Then, it's too late to consider paying, what is really a small price, for it and the organization and its inhabitants suffer terribly!

I respectfully thank you for your sincere consideration to maintain this highly important position for the long term.

Wayne G Story
Comptroller

Comptroller's Office - 2023 Position Increase Request																	
7/19/2023																	
FUND 1000																	
*as of PP2301170																	
*beginning PP 2301180																	
PCN	NAME	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI	BUDGET INCREASE APERS	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE	
0113004	AP ADMINISTRATOR	\$48,247.00	\$23.1952	9	1360	\$31,545.47	\$52,459.07	\$25.22071	13	720	\$18,158.91	\$1,457.38	\$111.49	\$223.27	\$1.19	\$1,793.33	
												\$1,457.38	\$111.49	\$223.27	\$1.19	\$1,793.33	
Ordinance Prep Lines																	
		10000113.1001	SALARIES FULL TIME				\$1,457.38										
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		10000113.1010	WORKERS COMP				\$1.19										
							\$1,793.33	OVERALL TOTAL FOR ORDINANCE									



WASHINGTON COUNTY, ARKANSAS
COMPTROLLER'S OFFICE

July 19, 2023

Dear JESAP Committee:

In accordance with the promotional hiring of an existing in-house employee, effective July 10, 2023, to the position of Payroll Administrator, at the existing approved Grade 11 position, I hereby request that you approve the pay at the 1st Quartile level of said Grade 11 in the amount of \$47,017.15, retroactive to her July 10th starting date.

This request is already within the Comptroller existing budget so does not require any additional funding.

Thank you for your sincere consideration to approve this Quartile only (retroactive) request!

A handwritten signature in blue ink that reads "Wayne G Story".

Wayne G Story
Comptroller

PATRICK DEAKINS
County Judge



JOHN LUTHER
Director

WASHINGTON COUNTY, ARKANSAS
Department of Emergency Management

July 13, 2023

Emergency Management would like to respectfully request consideration for the addition of a new position to the department; Deputy Director – Field Operations. The department has remained the same size since 2009 and no longer has four full-time positions filled. The proposed position will bring the Department of Emergency Management to our previously full capacity and is being requested solely out of necessity.

As the County has grown in population and complexity, so have the responsibilities of Emergency Management. Increased demands for the basic services offered by the department are surpassed only by the requirements mandated by State and Federal policies. Coordinating and supporting emergency services in the County and enhancing awareness/preparedness initiatives for citizens is not able to be on the forefront due to time and scheduling constraints.

This position will assist with office coordination activities and better ensure that a representative from Emergency Management would be available for phone calls, emails, and face to face interaction. Due to the increase in planned events and natural/manmade disasters the department experiences times where no one is available at the office when a citizen calls or visits the office. This position will also increase efficiency as a function of succession planning in order to maintain institutional knowledge and serve as a backup for all other staff.

Thank you for your time and consideration on this request. Please contact the Department of Emergency Management with questions or concerns.

Thank you,

WCDEM

JOB

Job title	Deputy Director - Special Operations
Job code	0500008
Comments	
Organizational unit	Washington County Dept. of Emergency Management - 500
Global job family	NGO Operations Disaster Management / Emergency Aid and Response

Summary

The *Disaster Management / Emergency Aid and Response* job family encompasses a wide range of positions that support the operations of NGOs during and after a disaster. This job family is responsible for providing direct assistance to those affected by a disaster, as well as coordinating the efforts of NGOs to ensure an effective and efficient response.

Typical activities

- Develops and oversees operational plans for disaster relief and emergency response activities.
- Coordinates the efforts of relief workers and volunteers during disaster relief and emergency response operations.
- Ensures that relief supplies and equipment are properly distributed and utilized during disaster relief and emergency response activities.
- Monitors developments during disaster situations and adjusts relief and response plans accordingly.

Synonyms or related job titles

Disaster Relief Coordinators, Emergency Responders, Case Managers

Legacy Grade	Not assigned
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GRADING RESULT

Career	Management
Grade	16

FACTORS

Professional Knowledge

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

4 - The position requires professional knowledge typically based on an Associate degree or vocational training

The position requires either an associate degree or formal vocational training or professional knowledge at an equivalent level that can be acquired through a combination of theoretical education and practical experience. With a completed vocational training e.g. in craftsmanship, it is to be expected that all position-relevant tasks of this job can be completed professionally and unaided (usually Middle Skills jobs).

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.

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

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

Span of Control

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

4 - Leading 1-3 direct leaders

The position holder leads 1 to 3 direct leaders and, if possibly a few additional specialists directly. The own team of specialists is regarded as an independent group. Direct leaders are defined as line managers who typically directly

lead a greater number of employees. Alternatively, a larger number of leaders are led functionally, for example, in a matrix organization.

Occupation group managed

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

2 - Qualified staff, particularly fully trained or certified employees

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

Organizational Knowledge

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

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

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

Processes

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

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

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

Complexity

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

2 - Complex processes

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

Organizational Responsibility

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

Definition of terms:

Division

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

Department

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

Team

- group of multiple employees, irrespective of their qualification

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

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

Scope of Decisions

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

2 - Multinational scope of the decisions

The scope of the decision extends over several countries typically on one continent or in one cultural area.

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.

6 - Representing the organization in a certain field

The position holder constantly communicates with important recipients. A central requirement is the representation and communication of corporate interests within the company or stakeholders such as works council or upper management. Furthermore the position holder is in constant exchange with cross-company specialist networks or key-customers.



Washington County Juvenile Justice Center
885 Clydesdale Drive, Fayetteville, AR 72701 PHONE: (479) 444-1670

Chris Tinsley, Director, ext. 3

Kendrick Sexton, Assistant Director

July 17th, 2023

Re: Pay level increase adjustment for the Youth Development Supervisor **slot 021**.

Dear JESAP Committee and Quorum Court members,

We are asking for the vacant position of the Youth Development Supervisor (**slot 021**) to reflect our occupied Youth Development Supervisor (**slot 020**) position from a compensation stand point. These two (2) positions have identical job duties and descriptions. The only difference between the two are the work shift schedules.

Currently, the Youth Development Supervisor (**slot 021**) position is compensated at **\$39,219.00** whereas the Youth Development Supervisor (**slot 020**) is compensated at **\$41,091.00**.

If this pay compensation is granted, our department is asking for an additional **\$1,872.00** this year to cover the pay increase for (**slot 021**).

We appreciate you all for taking the time to look into our request for this pay grade adjustment.

Respectfully,

Christopher B. Tinsley

Christopher B. Tinsley

Director of the Washington County Juvenile Detention Center

Collector's Office - 2023 Position Increase Request																
03.16.2023																
FUND 1000																
*up to PP 2301140																
*beginning PP 2301150																
PCN	NAME	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI	BUDGET INCREASE APERS	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE
0444021	YOUTH DEV. SUPERVISOR	\$39,219.00	\$18.86	9	1120	\$21,123.20	\$41,091.00	\$19.75529		960	\$18,965.08	\$869.28	\$66.50	\$133.17	\$11.15	\$1,080.11
												\$869.28	\$66.50	\$133.17	\$11.15	\$1,080.11
Ordinance Prep Lines																
		10000444.1001	SALARIES FULL TIME				\$869.28									
		10000444.1006	SOCIAL SECURITY MATCHING				\$66.50									
		10000444.1008	EMPLOYER RETIREMENT CONTRIBUTION				\$133.17									
		10000444.1010	WORKERS COMP				\$11.15									
							\$1,080.10	OVERALL TOTAL FOR ORDINANCE								



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 Swearengin • Courtney Cassidy • John Snyder • Jonathan Dixon • Brent Bryant • Dylan Weisenfels • Leta Darling •
• Corey Anderson • Joanne Clarie • Madison Woods • Lee Warden • Madison McEver • Whitney Doolittle • Hannah Bell • Maria McSperritt • Sydney Ford • Allison Anderson •

Date: July 11, 2023

To: JESAP Committee Members and Justices of the Peace
From: Matt Durrett, Prosecuting Attorney

In anticipation of the 2024 Budget process, I am writing to request a grade increase for our Case Coordinator (Position 0416006) for next year's budget. I have included a revised job description for the position. The last time the description was updated was in 2012.

Since the last time the job description was updated, the duties for the position have greatly expanded. Additionally, since 2012, our office has changed many things, which have had a direct impact on the position. In 2017, we changed our case management system that stores documents electronically. The individual currently in the position is responsible for manually inputting information into that system. Under our old system, that information was entered by employees at the Sheriff's Office.

She is also responsible for coordinating with all local law enforcement agencies to request case files and officer reports. All of those documents must be entered into our system before a case is assigned to a prosecutor. This process can be on-going, as some information is not available at the time of the first request. It is her responsibility to ensure that prosecutors have all documents on the cases to which they are assigned.

She is one of the individuals responsible for constructing physical case files in preparation for arraignments. She attends arraignments with the Senior Case Coordinator and inputs data in real time into our case management system. She is responsible for ensuring that all information is entered in an accurate and timely fashion.

In addition to obtaining reports from law enforcement, the incumbent employee is also responsible for entering information received from citizen's complaints. She then coordinates with law enforcement to see if reports have been filed there, and if so, receives and enters those reports.

This is all in addition to the duties required when the job description was last updated. Therefore, I am respectfully requesting that this position receive a grade increase for next year's budget to accurately reflect the new duties the position has been taking on.

Very Truly Yours,

A handwritten signature in blue ink that reads "Matt Durrett". The signature is written in a cursive style with a large initial "M".

Matt Durrett
District Prosecutor



OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT
District Prosecutor

FOURTH JUDICIAL DISTRICT
WASHINGTON AND MADISON COUNTIES

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Date: July 11, 2023

To: JESAP Committee Members and Justices of the Peace
From: Matt Durrett, Prosecuting Attorney

In anticipation of the 2024 Budget process, I am writing to request a grade increase for our Case Coordinator (Position 0416016) for next year's budget. If possible, I would request that this change take place immediately upon approval by the Quorum Court. I have included a revised job description for the position. The last time the description was updated was in 2012.

Since the last time the job description was updated, the duties for the position have greatly expanded. Additionally, since 2012, our office has changed many things, which have had a direct impact on the position. In 2017, we changed our case management system that stores documents electronically. The individual currently in the position is responsible for manually inputting information into that system. Under our old system, that information was entered by employees at the Sheriff's Office.

She is also responsible for coordinating with all local law enforcement agencies to request case files and officer reports. All of those documents must be entered into our system before a case is assigned to a prosecutor. This process can be on-going, as some information is not available at the time of the first request. It is her responsibility to ensure that prosecutors have all documents on the cases to which they are assigned.

She is one of the individuals responsible for constructing physical case files in preparation for arraignments. She attends arraignments with the Senior Case Coordinator and inputs data in real time into our case management system. She is responsible for ensuring that all information is entered in an accurate and timely fashion.

In addition to obtaining reports from law enforcement, the incumbent employee is also responsible for entering information received from citizen's complaints. She then coordinates with law enforcement to see if reports have been filed there, and if so, receives and enters those reports.

This is all in addition to the duties required when the job description was last updated. Therefore, I am respectfully requesting that this position receive a grade increase for next year's budget to accurately reflect the new duties the position has been taking on.

Very Truly Yours,

A handwritten signature in blue ink that reads "Matt Durrett". The signature is written in a cursive style with a large initial "M".

Matt Durrett
District Prosecutor

JOB

Job title	Case Coordinator
Job code	0416006
Comments	
Organizational unit	Washington County Prosecuting Attorney - 416
Global job family	Municipal / Public Services Public Administration

Summary

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

Typical activities

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

Synonyms or related job titles

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

Legacy Grade	12
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GRADING RESULT

Career	Individual Contribution
Grade	14

FACTORS

Professional Knowledge

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

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

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

Experience

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

4 - 3-5 years

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

Cognitive Abilities / Problem Solving

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

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

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

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.

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

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

Processes

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

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

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

Complexity

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

2 - Complex processes

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

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.



OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT
District Prosecutor

FOURTH JUDICIAL DISTRICT
WASHINGTON AND MADISON COUNTIES

DEPUTY PROSECUTORS:

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• Corey Anderson • Joanne Clarie • Madison Woods • Lee Warden • Madison McEver • Whitney Doolittle • Hannah Bell • Maria McSperritt • Sydney Ford • Allison Anderson •

Date: July 12, 2023

To: JESAP Committee Members and Justices of the Peace
From: Matt Durrett, Prosecuting Attorney

In anticipation of the 2024 Budget process, I am writing to request a grade increase for our Administrative Assistant for next year's budget. I have included a revised job description for the position. The last time the description was updated was in 2012.

Since the last time the job description was updated, the duties for the position have greatly expanded. The number of law clerks the position supervises has increased from four to six. Additionally, since 2012, our office has changed many things, which have had a direct impact on the position.

In 2017, we changed our case management system that stores documents electronically. While we still have paper files, we keep electronic copies of everything. The administrative assistant is responsible for scanning every file in our office once the case is closed. She is in charge of receiving final dispositions and making sure they get into both the electronic file and the physical file. She is also responsible to distributing final dispositions to those entities that are required to receive them.

She is also responsible for archiving all closed physical files and maintaining a log of their location. This includes keeping track of the length of time they have been closed and when it is appropriate for them to be destroyed. She is responsible for coordinating with our archival company for purposes of delivery and retrieval of files from archives.

This is all in addition to the duties required when the job description was last updated. The district has grown considerably since that time, so the number of phone calls, citizen complaints, office visits, etc. have increased as well. Therefore, I am respectfully requesting that this position receive a grade increase for next year's budget to accurately reflect the new duties the position has been taking on.

Very Truly Yours,

Matt Durrett

Matt Durrett
District Prosecutor

JOB

Job title	Administrative Assistant
Job code	0416012
Comments	
Organizational unit	Washington County Prosecuting Attorney - 416
Global job family	Municipal / Public Services Public Administration

Summary

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

Typical activities

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

Synonyms or related job titles

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

Legacy Grade	05
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GRADING RESULT

Career	Individual Contribution
Grade	9

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.

4 - The position requires professional knowledge typically based on an Associate degree or vocational training

The position requires either an associate degree or formal vocational training or professional knowledge at an equivalent level that can be acquired through a combination of theoretical education and practical experience. With a completed vocational training e.g. in craftsmanship, it is to be expected that all position-relevant tasks of this job can be completed professionally and unaided (usually Middle Skills jobs).

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.

3 - The position requires basic abilities to show judgement within straightforward basic conditions

The demands on the cognitive abilities are of procedural nature in a homogeneous context that requires a basic level of flexibility. The position requires the fulfilment of tasks that are largely predetermined. The processes are well-known and proven. Minor problems can be solved independently.

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.

3 - Coordination of a team

The position holder typically takes over coordination task within a group, but without disciplinary authority and spends most of the working time as an individual contributor with comparable or similar operative tasks as the other group members.

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.

2 - Organizational knowledge at group level

The position requires knowledge of the processes within the team.

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.

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.

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.

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

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



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 Swearengin • Courtney Cassidy • John Snyder • Jonathan Dixon • Brent Bryant • Dylan Weisenfels • Leta Darling • Corey Anderson • Joanne Clarie • Madison Woods • Lee Warden • Madison McEver • Whitney Doolittle • Hannah Bell • Maria McSperritt • Sydney Ford • Allison Anderson •

Date: July 12, 2023

To: JESAP Committee Members and Justices of the Peace
From: Matt Durrett, Prosecuting Attorney

In anticipation of the 2024 Budget process, I am writing to request a grade increase for our Hot Check Administrator for next year's budget. I have included a revised job description for the position. The last time the description was updated was in 2012.

Since the last time the job was updated, it has changed fairly drastically. In addition to that, the needs of our office have changed as well. This position has taken on additional responsibilities since the last time the description was updated. The position now supervises two full-time employees

Our Hot Check Administrator is responsible for handling involuntary commitments. This entails meeting with potential petitioners, determining if there is sufficient information for a petition, and if so, filing all of the necessary paperwork. Additionally, she is responsible for finding placement for the respondents of these petitions. It is not a new job duty, but in the last eleven years, the number of petitions has increased dramatically. In 2012, we would typically get a couple of petitions each week. Now, it is not unusual to get a couple of petitions per day.

Her responsibility in handling our Asset Forfeiture account and Drug Control Fund has also increased. She is responsible for more forfeitures, which includes preparing paperwork for our forfeiture prosecutor. This entails all necessary paperwork for opening a civil case, which is required by statute to legally forfeit money seized from drug arrests.

The job duties of the Hot Check Administrator have increased fairly dramatically since the job was last updated. Therefore, I am respectfully requesting that this position receive a grade increase for the next budget cycle to accurately reflect the new duties the position has been taking on.

Very Truly Yours,

Matt Durrett

Matt Durrett
District Prosecutor

JOB

Job title Hot Check Administrator

Job code 0416002

Comments

Organizational unit Washington County | Prosecuting Attorney - 416

Global job family Finance | Accounting

Summary

The *Accounting* job family consists of positions that record, maintain, analyze, and report on all financial data.

Job holders examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.

May also install or advise on systems of recording costs or other financial and budgetary data.

Typical Activities

- Records, maintains, and analyzes financial data.
- Prepares financial reports for planning and for use by other departments.
- Advises executive leadership on budgetary questions.
- Ensures appropriate accounting procedures are followed.

Synonyms or related job titles

Accountant, Auditor, Certified Accountant, Chartered Accountant, Management Accountant

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.

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

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

Occupation group managed

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

2 - Qualified staff, particularly fully trained or certified employees

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

Organizational Knowledge

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

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

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

Processes

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

4 - Developing new processes of department-wide significance

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

Complexity

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

2 - Complex processes

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

Organizational Responsibility

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

Definition of terms:

Division

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

Department

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

Team

- group of multiple employees, irrespective of their qualification

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

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

Scope of Decisions

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

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

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

Communication

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

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.



OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT
District Prosecutor

FOURTH JUDICIAL DISTRICT
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Date: June 6, 2023

To: JESAP Committee Members and Justices of the Peace
From: Matt Durrett, Prosecuting Attorney

In anticipation of the 2024 Budget process, I am writing to request a grade increase for our Assistant Hot Check Administrator for next year's budget. I have included a revised job description for the position. The last time the description was updated was in 2012.

Tammy Easley is our current Assistant Hot Check Administrator. In the time she has been in that position, the job has changed fairly drastically. In addition to that, the needs of our office have changed as well. This position has taken on additional responsibilities since the last time the description was updated.

The duties of the position in the past were to assist the Hot Check Administrator in running our Hot Check program. For the last several years, Mrs. Easley has had to primary responsibility for probation revocations. As you can see from the updated job description, she is responsible for reviewing revocation requests from the Office of Probation and Parole and filing the necessary paperwork. Over the last several years, our office has filed between 750-1,000 probation and/or suspended sentence revocations each year. Our Victim Restitution Coordinator serves as backup, but Mrs. Easley is primarily responsible for these petitions.

Also, Mrs. Easley is responsible for handling involuntary commitments in the absence of the Hot Check Administrator. This entails meeting with potential petitioners, determining if there is sufficient information for a petition, and if so, filing all of the necessary paperwork. Additionally, she is responsible for finding placement for the respondents of these petitions.

The job duties of the Assistant Hot Check Administrator have increased fairly dramatically since the job was last updated. Therefore, I am respectfully requesting that this position receive a grade increase to accurately reflect the new duties the position has been taking on. Additionally, in the event that this position receives an increase of two or more grades, Mrs. Easley will still be within any adjusted pay range. If that is the case, I would request a five percent pay adjustment.

Very Truly Yours,

Matt Durrett

Matt Durrett
District Prosecutor

JOB

Job title Asset Hot Check Administrator

Job code 0416008

Comments

Organizational unit Washington County | Prosecuting Attorney - 416

Global job family Finance | Accounting

Summary

The *Accounting* job family consists of positions that record, maintain, analyze, and report on all financial data.

Job holders examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.

May also install or advise on systems of recording costs or other financial and budgetary data.

Typical Activities

- Records, maintains, and analyzes financial data.
- Prepares financial reports for planning and for use by other departments.
- Advises executive leadership on budgetary questions.
- Ensures appropriate accounting procedures are followed.

Synonyms or related job titles

Accountant, Auditor, Certified Accountant, Chartered Accountant, Management Accountant

Legacy Grade 10

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.

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

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

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.

4 - Training and instructing others

Technical training / further education for customers, colleagues and other staff. "Go to Role" for technical questions in a group. Typical activities include, for example, regular training in the use of software (CMS, CRM, SAP, etc.) as well as product training and training in new equipment or tools.

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.

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.



OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT
District Prosecutor

FOURTH JUDICIAL DISTRICT
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Date: June 7, 2023

To: JESAP Committee Members and Justices of the Peace
From: Matt Durrett, Prosecuting Attorney

In anticipation of the 2024 Budget process, I am writing to request a grade increase for our Juvenile Case Coordinator for next year's budget. I have included a revised job description for the position. The last time the description was updated was in 2019.

Amanda Walker is our current Juvenile Case Coordinator. She has been in that position for the last five or six years. Before that, she served as our Office Administrator. In the time she has been in her current position, the job has taken on additional responsibilities. That is a reflection of the growth in our juvenile department.

When Mrs. Walker started as the Juvenile Case Coordinator, our juvenile department consisted of one full-time deputy handling delinquencies and one deputy handling FINS cases on a part-time basis. All cases were handled by one division of circuit court.

Currently, we have three full-time deputies in that department. They handle delinquencies and FINS cases in two divisions of circuit court. This has added to the amount of work required of this position and has also increased the complexity of the work. Mrs. Walker is responsible for managing the caseload for all three of the deputies, as well as coordinating with both courts to ensure that all cases are properly scheduled and up to date. This is especially important due to the expedited nature of juvenile court, which moves at a much quicker pace than its adult counterparts.

Also, Mrs. Walker is responsible for supervising one full-time legal assistant and at least one part-time law clerk. This involves any training that might be necessary, as well as answering any questions and addressing any issues that they have.

The job duties of the Juvenile Case Coordinator have increased fairly dramatically since the job was last updated. Therefore, I am respectfully requesting that this position receive a grade increase to accurately reflect the new duties the position has been taking on. Additionally, in the event that this position receives an increase of two

or more grades, I believe Mrs. Walker will still be within any adjusted pay range. If that is the case, I would request a five percent pay adjustment.

Very Truly Yours,

A handwritten signature in blue ink that reads "Matt Durrett". The signature is written in a cursive style with a large initial "M".

Matt Durrett
District Prosecutor

JOB

Job title	Juvenile Case Coordinator- Pa
Job code	0416009
Comments	
Organizational unit	Washington County Prosecuting Attorney - 416
Global job family	Municipal / Public Services Public Administration

Summary

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

Typical activities

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

Synonyms or related job titles

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

Legacy Grade	10
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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.

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

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

Experience

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

5 - 5-8 years

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

Cognitive Abilities / Problem Solving

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

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

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

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.

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.

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.



OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT
District Prosecutor

FOURTH JUDICIAL DISTRICT WASHINGTON AND MADISON COUNTIES

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Date: June 7, 2023

To: JESAP Committee Members and Justices of the Peace
From: Matt Durrett, Prosecuting Attorney

In anticipation of the 2024 Budget process, I am writing to request a grade increase for our Senior Case Coordinator for next year's budget. If possible, I would request that this change take place immediately upon approval by the Quorum Court for the remainder of this year. I have included a revised job description for the position. The last time the description was updated was in 2016.

Amanda Caudle is our current Juvenile Case Coordinator. She has been in that position for the last five or six years. Before that, she served as our Assistant Case Coordinator. In the time she has been in her current position, the job has taken on additional responsibilities. That is a reflection of the growth in office, as well as major changes to our system.

When this position was last updated, the position of Senior Case Coordinator was responsible for supervising one full-time assistant and one part-time assistant. Now Mrs. Caudle supervises two full-time assistants, as well as the Juvenile Case Coordinator. Additionally, in 2016, the Senior Case Coordinator was responsible for assigning and managing caseloads for 12 attorneys. Today, that number is 16.

The office has also seen drastic changes in the way that our cases are managed. In 2017, we did a complete overhaul of our case management system. The system we changed from required the input of court dates and attorney assignments. The program we changed to allows for all of our information to be available digitally. While this system has streamlined to process for most of the office, it does require additional work on the Case Coordinator's office, mainly inputting data and entering files into the system.

Additionally, the number of arrests has increased since 2016. This position is responsible for reviewing the jail census each morning, and making sure that detainees have arraignment dates and bond settings. This was a responsibility in 2016, but the volume has increased quite a bit, adding to Mrs. Caudle's workload.

The job duties of the Senior Case Coordinator have increased considerably since the job was last updated. Therefore, I am respectfully requesting that this position receive a grade increase to accurately reflect the additional responsibilities the position has taken on over the last seven years.

Very Truly Yours,

A handwritten signature in blue ink that reads "Matt Durrett". The signature is written in a cursive style with a large initial "M".

Matt Durrett
District Prosecutor

JOB

Job title	Senior Case Coordinator
Job code	0416014
Comments	
Organizational unit	Washington County Prosecuting Attorney - 416
Global job family	Legal Services Other Legal Services Disciplines <small>Please match in this collective family all specialized <i>Legal Services</i> jobs that cannot be assigned to one of the above-mentioned families. Competencies from the parent family will be shown. A selection of parent family-specific Benchmark Job Matches is available and can be selected manually. The availability of benchmark job matches depends on the survey vendor chosen.</small>
Legacy Grade	13

GRADING RESULT

Career	Management
Grade	15

FACTORS

Professional Knowledge

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

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

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

Experience

This factor assesses the technical or function-specific work experience beyond the formal qualifications necessary for the position. This is based on the assumption that both professional requirements of the position and the position holder's competencies develop constantly. Relevant practical experience beyond formal qualification is thus necessary to meet the requirements of the position in its entirety. Time spent in a position after formal

qualification is usually considered work experience. Work as a research fellow can also be considered to be work experience. Relevant work experience as a freelancer or internships can be regarded as adequate work experience, too. Business and organization-specific knowledge is not assessed in this factor, it is assessed separately in organizational knowledge.

5 - 5-8 years

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

Cognitive Abilities / Problem Solving

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

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

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

Span of Control

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

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

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

Occupation group managed

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

2 - Qualified staff, particularly fully trained or certified employees

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

Organizational Knowledge

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

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

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

Processes

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

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

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

Complexity

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

2 - Complex processes

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

Organizational Responsibility

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

Definition of terms:

Division

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

Department

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

Team

- group of multiple employees, irrespective of their qualification

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

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

Scope of Decisions

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

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

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

Communication

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

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.



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 Swearengin • Courtney Cassidy • John Snyder • Jonathan Dixon • Brent Bryant • Dylan Weisenfels • Leta Darling • Corey Anderson • Joanne Clarie • Madison Woods • Lee Warden • Madison McEver • Whitney Doolittle • Hannah Bell • Maria McSperritt • Sydney Ford • Allison Anderson •

Date: July 7, 2023

To: JESAP Committee Members and Justices of the Peace
From: Matt Durrett, Prosecuting Attorney

In anticipation of the 2024 Budget process, I am writing to request a grade increase for our Senior Legal Assistant for next year's budget. I have included a revised job description for the position. The last time the description was updated was in 2012.

Since the last time the job description was updated, the duties for the position have greatly expanded. The number of employees the position supervises has increased from two to five. Additionally, since 2012, our office has changed many things, which have had a direct impact on the position.

In 2017, we changed our case management system that stores documents electronically. The individual currently in the position is the administrator of that system. This involves serving as liaison between the software company and our office to resolve any problems that arise. She is also responsible for updating information in the system when it becomes outdated. It also includes manually inputting statutory language that is not in the system, when needed.

The position is also responsible for validating hundreds of warrants on a monthly basis for the sheriff's office. This involves checking each warrant to ensure that it is still valid. The incumbent also coordinates with local law enforcement agencies on the destruction of evidence and/or property being held by those agencies. This includes obtaining signatures from the prosecutor and circuit court judge, then distributing orders back to those agencies once filed.

Additionally, as part of her responsibilities as liaison with the Arkansas Crime Information Center, she is required to ensure that every person who has unrestricted access to our office is in compliance with ACIC requirements, including fingerprinting, background checks and Criminal Justice Information Services certification. She is responsible for compliance with annual audit requirements.

This is all in addition to the duties required when the job description was last updated. Therefore, I am respectfully requesting that this position receive a grade increase for next year's budget to accurately reflect the new duties the position has been taking on.

Very Truly Yours,

A handwritten signature in blue ink that reads "Matt Durrett". The signature is written in a cursive style with a large initial "M".

Matt Durrett
District Prosecutor

JOB

Job title	Senior Legal Assistant Prosecutor's Office
Job code	0416003
Comments	
Organizational unit	Washington County Prosecuting Attorney - 416
Global job family	Legal Services Legal Support

Summary

The *Legal Support* job family consists of positions that provide support to lawyers and other legal professionals in the performance of their duties. This support may be in the form of administrative support, research and writing support, or paralegal support.

Job holders are typically responsible for assisting in the preparation of legal documents, conducting legal research, or providing other support services to lawyers and other legal professionals.

Typical Activities

- Assists lawyers through investigation of facts and preparation of legal documents.
- Conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action.
- Prepares legal papers and correspondence, such as summonses, complaints, motions, and subpoenas.

Synonyms or related job titles

Paralegal, Legal Clerk, Law Clerk, Legal Assistant, Legal Administration

Legacy Grade	13
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GRADING RESULT

Career	Management
Grade	16

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

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6 - 8-10 years

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

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Patrick Deakins
County Judge



Patty A. Burchett
HR Director

STRENGTH OF THE STATE

Date: July 20, 2023

To: JESAP Committee Members

From: Patrick Deakins

SUBJECT: 2024 Budget Request Justification Letter for all Judge Departments

I would like to request the following adjustments for the 2024 budget for all the County Judge “general service” departments.

Through the grading process based on our current job descriptions and market benchmarking, it was determined that the following positions require re-grading.

I would like to request the budgeted amounts listed by position for each employee currently working. Per our salary administration guidelines, an individual’s pay can be considered a promotion with a 2 or more grade increase. The options provided are one of three depending on the employees current pay: employee’s pay goes to the new minimum of the new grade, if the employee is making more than the minimum, but less than the 1st quartile they would move to the pay reflective of the 1st quartile, or if the employee is already making more than the 1st quartile their pay adjustment would be a 5% increase based off their current salary.

These requests are for the 2024 budget year.

Furthermore I would like to the request that the following positions be reclassified and the addition of one new position:

1. **Maintenance Supervisor (PCN#0108011)** – *Reclassify to Facilities Maintenance Director (PCN#0108007)*
2. **Deputy Director – Special Operations** – *New Position (PCN#0500008)*

Thank you for your consideration.

Sincerely,

DocuSigned by:

Patrick W. Deakins

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Patrick Deakins

Washington County Judge