

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, August 28, 2023 at 3:30 pm in the 5th Floor Conference Room; below is the agenda for this meeting.

AGENDA

August 28, 2023

LOCATION: 5th Floor Courthouse Conference Room

- I. Public Comments
- II. Continued Business:
 - 1. Approval of Meeting Minutes from July 24, 2023 JESAP Meeting.
- III. New Business:
 - 1. Circuit Clerk request to regrade multiple positions for the 2024 budget.

Current Circuit Clerk Titles	Current PCN	Current Grade	New Grade
Chief Deputy Circuit Clerk	0128012	17	18
Asst. Chief Deputy Circuit Clerk	0128016	14	15
Bookkeeper/Data Supervisor	0128003	12	13
Land Records Coordinator	0128004	10	11

2. County Clerk request to regrade multiple positions for the 2024 budget.

Current County Clerk Titles	Current PCN	Current Grade	New Grade
Deputy Clerk II Equ. Executive Secretary	0101006	7	8
Deputy Clerk II Voter Register	0101007	5	7

- 3. Prosecuting Attorney request to provide a promotional increase at a 5% rate to the Senior Case Coordinator.
- 4. Coroner 2024 request to defund the Deputy Lead Coroner (PCN#0419003) and to fund the position of Chief Deputy Coroner (PCN#0419006) at a grade 20.

Current Coroner Title	Current	Current	New	Requested
	PCN	Grade	Grade	Amount:
Chief Deputy Coroner – New Position	0419006	N/A	20	\$69,733.71



STRENGTH OF THE STATE

5. Sheriff request to regrade multiple positions for the 2024 budget.

Current Sheriff Titles	Current PCN	Current Grade	New Grade
Warrants/Records Clerk	0400041	4	6
Warrants/Records Clerk	0400042	4	6
Warrants/Records Clerk	0400043	4	6
Asst. Civil Proc Clerk	0400047	6	7
Evidence Manager	0418108	11	13
Civil Process Book Super	0418110	14	15
Warrants/Records Clerk	0418111	4	6
Accounts Payable/Purchasing	0418113	9	12
Admin Detention Bookkeeper	0418114	7	10
Property Manager	0418116	7	13
Warrants/Records Clerk	0418117	4	6
Admin Detention Bookkeeper	0418118	7	10
Warrants/Records Supervisor	0418120	9	13
HR Generalist II – Sheriff	0418399	13	14



JOB EVALUATION COMMITTEE MEETING - MINUTES

Date of Meeting: July 24, 2023

Location of Meeting: 5th Floor Conference Room Washington County Courthouse @3:30pm

Members: *HR Director* Patty Burchett, *County Judge* Patrick Deakins, *Sheriff* Jay Cantrell, *Assessor* Russell Hill, *Treasurer* Bobby Hill, , *Prosecuting Attorney* Matt Durrett

Members that did not attend: Coroner Roger Morris, Circuit Clerk Kyle Sylvester, County Clerk Becky Lewallen, County Collector Angela Wood

Summary of Meeting – There was a quorum present.

1) Public Comments – There were no public comments.

There were no public comments.

Motion: To Amend the agenda by Matt Durrett and 2nd by Russell Hill to add two items which are Catastrophic Sick Leave applications item 11 application number 2023-002 & item 12 application number 2023-003.

2) Approval of meeting minutes from June 26, 2023.

Motion – Matt Durrett

2nd – Bobby Hill

3) Discussion/Approval of the revised Catastrophic Sick Leave Policy. (Forwarded to the County Services Committee)

Motion - Matt Durrett

2nd – Bobby Hill

*Discussion: Matt Durrett requested the addition to include a donation of one working day to the policy instead of there being no requirement.

4) 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. (**Approved**)

Motion - Matt Durrett

2nd – Russell Hill

5) 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.

(Forwarded onto Finance & Budget)

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Motion – Bobby Hill

2nd – Matt Durrett

6) Circuit Court VIII request to approve re-grade for the below listed positions with pay adjustments in their 2024 budget: (Approved to be included in the 2024 Budget)

Motion - Bobby Hill

2nd – Russell Hill

7) 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. (Forwarded onto Finance & Budget)

Motion - Bobby Hill

2nd _ 1

Matt Durrett



JOB EVALUATION COMMITTEE MEETING – MINUTES

	3						
8)	Comptroller request to provide promotional pay to the new Payroll Administrator (PCN#0113003) to the 1 st quartile of a grade 11 in the amount of \$47,017.15 with retro pay; no additional funding is needed for this request. (Approved)						
	Motion – Matt Durrett			2 nd -	Bobby Hill		
9)	= -	_	_		litional positon in their 2024 Budget: Deputy Director 16. (Approved to be included in the 2024 Budget)		
	Motion – Bobby Hill			2 nd -	Russell Hill		
10)	Development Supervisor to be	equivalent	with th	e pay pro	Igeted amount of a vacant slot (PCN#0444020) Youth vided to the currently filled Youth Development \$1,080.10. (Forwarded onto Finance & Budget)		
	Motion – Russell Hill			2 nd -	Matt Durrett		
11)	Prosecuting Attorney request to budget: (Approved to be inclu				low listed positions with pay adjustments in their 2024		
	Motion – Bobby Hill			2 nd -	Jay Cantrell		
12)	2) Buildings & Grounds request to approve the addition of a new position in their 2024 budget Facilities Assistant Director (PCN#0108007) at a grade 20. (Approved to be included in the 2024 Budget)						
	Motion – Jay Cantrell			2 nd -	Russell Hill		
13)	County Judge request to approve departments for the 2024 budge				ow listed positions within all "general service" acluded in the 2024 Budget)		
	Motion – Matt Durrett			2 nd -	Bobby Hill		
14)	Catastrophic sick leave request (Approved)	for emplo	yee app	lication#	2023-002; additional 20 days for employee.		
	Motion – Patrick Deakins			$2^{nd}-$	Matt Durrett		
15)	 Catastrophic sick leave request for employee application #2023-003; additional 20 days for employee. (Approved) 						
	Motion – Bobby Hill	2	2nd _	Matt Du	urrett		
16)	Motion to Adjourn –						
Mo	tion – Bobby Hill	2 nd -	Matt D	urrett	(Unanimous)		



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

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

Kyle Sylvester Circuit Clerk

August 22, 2023

Dear JESAP Committee Members,

Based on our annual job description update and evaluation process, the HR Department has reviewed the duties and responsibilities of the Chief Deputy Circuit Clerk and has recommended the following grade change:

Chief Deputy Circuit Clerk (PCN 128012) – current grade 17, proposed grade 18.

This adjustment in grade will not require any additional funding to the 2023 personal services budget.

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

Sincerely.

Kyle Sylvester

Washington County Circuit Clerk



WASHINGTON COUNTY CIRCUIT CLERK'S OFFICE WASHINGTON COUNTY COURTHOUSE 280 NORTH COLLEGE AVE SUITE 302 FAYETTEVILLE, ARKANSAS 72701

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

Kyle Sylvester Circuit Clerk

August 22, 2023

Dear JESAP Committee Members,

Based on our annual job description update and evaluation process, the HR Department has reviewed the duties and responsibilities of the Chief Deputy Circuit Clerk and has recommended the following grade change:

Asst. Chief Deputy Circuit Clerk (PCN 128016) – current grade 14, proposed grade 15.

This adjustment in grade will not require any additional funding to the 2023 personal services budget.

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

Sincerely.

Kyle Sylvester

Washington County Circuit Clerk



WASHINGTON COUNTY CIRCUIT CLERK'S OFFICE WASHINGTON COUNTY COURTHOUSE 280 NORTH COLLEGE AVE SUITE 302 FAYETTEVILLE, ARKANSAS 72701

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

Kyle Sylvester Circuit Clerk

August 22, 2023

Dear JESAP Committee Members,

Based on our annual job description update and evaluation process, the HR Department has reviewed the duties and responsibilities of the Chief Deputy Circuit Clerk and has recommended the following grade change:

Bookkeeper/Data Supervisor (PCN 128003) – current grade 12, proposed grade 13.

This adjustment in grade will not require any additional funding to the 2023 personal services budget.

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

Sincerely:

Kyle Sylvester

Wasnington County Circuit Clerk



WASHINGTON COUNTY CIRCUIT CLERK'S OFFICE WASHINGTON COUNTY COURTHOUSE 280 NORTH COLLEGE AVE SUITE 302 FAYETTEVILLE, ARKANSAS 72701

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

Kyle Sylvester Circuit Clerk

August 22, 2023

Dear JESAP Committee Members,

Based on our annual job description update and evaluation process, the HR Department has reviewed the duties and responsibilities of the Chief Deputy Circuit Clerk and has recommended the following grade change:

Land Records Coordinator (PCN 128004) – current grade 10, proposed grade 11.

This adjustment in grade will not require any additional funding to the 2023 personal services budget.

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

Sincerely.

Kyle Sylvester

Washington County Circuit Clerk

BECKY LEWALLEN County And Probate Clerk

WASHINGTON COUNTY

STATE OF ARKANSAS

Washington County Courthouse 280 North College Avenue, Suite 300 Fayetteville, Arkansas 72701 Telephone: (479) 444-1711

Fax: (479) 444-1994

August 4, 2023

To: JESAP Committee Members

I have two positions that need to be regraded after being processed through HR grading software.

- 1) 0101006 Deputy Clerk II Equalization Executive Secretary was previously graded at 7 and now is grading at 8.
- 2) 0101007 Deputy Clerk II Voter Register was previously graded at a 5 and now is grading at 7.

I ask that both grades be adjusted for the upcoming budget process. No new funding is needed for these positions for the 2023 budget year.

Thank you for your time and consideration.

Becky Lewallen, Washington County Clerk

Becky Level



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 McSperitt • Sydney Ford • Allison Anderson •

Corey Anderson • Joanne Clarie • Madison woods • Lee warden • Madison McEver • Whitney Doolittie • Hannan Bell • Maria McSperitt • Sydney Ford • Allison Anders

Date: August 15, 2023

To:

JESAP Committee Members and Justices of the Peace

From: Matt Durrett, Prosecuting Attorney

I am writing to request a promotional increase for Samantha Scott, who was just promoted from Case Coordinator to Senior Case Coordinator. Mrs. Scott was hired by our office approximately two years ago as a Case Coordinator. In her time in that position, she proved herself to be an exceptional employee. She learned the job quickly and performed it quite well. In addition to the regular duties of that position, which are extensive, she also performed the duties of Senior Case Coordinator in the absence of her supervisor.

This promotion is well-deserved, considering her job performance in the time she has been with us. The transition is expected to be seamless, given her knowledge of that office. Pending approval by the Quorum Court at the August meeting, the grade for the Senior Case Coordinator position will be upgraded to a 15, with a starting salary of \$49,968.88 (\$23.02/hr.). In light of Mrs. Scott's work history and her knowledge of the position she is undertaking, I am respectfully requesting a promotional increase of 5%, to \$52,467.32 (\$25.22/hr.).

As always, I am happy to answer any questions that may arise. Thank you for your consideration of this matter.

Very Truly Yours,

That white

Matt Durrett

District Prosecutor



A Tradition of Service Since 1828

JAY CANTRELL, SHERIFF

JESAP Committee Members

RE: Job regrading request for 2024 Budget

The Washington County Human Resources Director advised the Sheriff's Office they had regraded all of the civilian positions within the Sheriff's Office. As a result, I would like to request the 14 attached positions be adjusted for the 2024 budget

Per our salary administration guidelines, an individual's pay can be considered a promotion with a 2 grade or more increase. The proposed 2024 salary is based one of three following options depending on the employee's current salary:

- employee's pay goes to the new minimum of the new grade, or
- 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.

Sincerely,

Jay Cantrell, Sheriff

AGENDA

The Washington County Sheriff is requesting to approve the re-grading for the below listed positions within all Sheriff's Office budgets (10000400 and 30170418) for the 2024 budget year:

Current County Judge Department Titles	Current PCN	Current Grade	New Grade	Pay Adjustment Request
WARRANTS/RECORDS CLERK	400041	4	6	\$ 39,748.80
WARRANTS/RECORDS CLERK	400042	4	6	\$ 39,748.80
WARRANTS/RECORDS CLERK	400043	4	6	\$ 35,318.40
ASST CIVIL PROC BKKEEPER	400047	6	7	\$ 37,668.80
EVIDENCE MANAGER	418108	11	13	\$ 58,073.60
CIVIL PROCESS BOOK SUPER	418110	14	15	\$ 50,128.00
WARRANTS/RECORDS CLERK	418111	4	6	\$ 36,774.40
ACCOUNTS PAYABLE/PURCHASING	418113	9	12	\$ 43,784.00
ADMIN DETENTION BOOKKEEPER	418114	7	10	\$ 52,312.00
PROPERTY MANAGER	418116	7	13	\$ 52,457.60
WARRANTS/RECORDS CLERK	418117	4	6	\$ 44,720.00
ADMIN DETENTION BOOKKEEPER	418118	7	10	\$ 49,712.00
WARRANTS/RECORDS SUPERVISOR	418120	9	13	\$ 52,457.60
HR GENERALIST II - SHERIFF	418399	13	14	\$ 52,457.60