



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



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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



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:

- **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, ksylvester@washingtoncountyar.gov or (479) 444-1539.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Sylvester", is written over the word "Sincerely,".

Kyle Sylvester
Washington County Circuit Clerk



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WASHINGTON COUNTY COURTHOUSE
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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, ksylvester@washingtoncountyar.gov or (479) 444-1539.

Sincerely,

Kyle Sylvester
Washington County Circuit Clerk



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WASHINGTON COUNTY COURTHOUSE
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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, ksylvester@washingtoncountyar.gov or (479) 444-1539.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Sylvester", is written over a faint, larger version of the signature.

Kyle Sylvester
Washington County Circuit Clerk



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WASHINGTON COUNTY COURTHOUSE
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PHONE (479) 444-1538
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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, ksylvester@washingtoncountyar.gov or (479) 444-1539.

Sincerely,

Kyle Sylvester
Washington County Circuit 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

BECKY LEWALLEN
County And Probate Clerk

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

A handwritten signature in blue ink that reads "Becky Lewallen". The signature is written in a cursive style with a long, sweeping underline.



OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT
District Prosecutor

FOURTH JUDICIAL DISTRICT
WASHINGTON AND MADISON COUNTIES

DEPUTY PROSECUTORS:

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

Date: 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,

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

Matt Durrett
District Prosecutor



OFFICE OF THE SHERIFF



WASHINGTON COUNTY, ARKANSAS

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,

A handwritten signature in black ink, appearing to read 'Jay Cantrell', written in a cursive style.

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