



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, January 22, 2024 at 3:30 pm in the 5<sup>th</sup> Floor Conference Room; below is the agenda for this meeting.

**AGENDA**

January 22, 2024

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

- I. Public Comments
- II. New Business:
  - 1. Discussion on the on-boarding process through HR.
  - 2. Request from Buildings & Grounds to start the new Assistant Facilities Director at the 1<sup>st</sup> quartile.
  - 3. Request from Circuit Court III to start a new Juvenile Probation officer at the 1<sup>st</sup> quartile.





- 6) Circuit Court III request to dissolve the Juvenile Probation Officer Multilingual position (PCN#0403008) and to re-appropriate the funding to the position of Juvenile Probation Officer (PCN#0403017); there are no fiscal increases for this request in the 2023 or 2024 budgets. **(Sent to Finance & Budget)**

**Motion** – Matt Durrett    2<sup>nd</sup> –            Russell Hill

- 7) Circuit Court IV request to create and accept funding from the Attorney General’s office to cover the cost for the following positions: 2 Counselors (PCN#0404003, 0404004), 2 Probation Officers (PCN#0404005,0404006), and 1 Administrative Assistant(PCN#0404007). **(Sent to Finance & Budget)**

**Motion** – Bobby Hill    2<sup>nd</sup> –            Matt Durrett

**Discussion:** Judge Beaumont explained that there would be 1 year of funding for these positions from the Attorney General office and that in the coming years more funding may be supplied to continue funding positions, but that the County would not need to contribute to the cost of these positions or maintaining them.

- 8) **Motion to Adjourn** –  
Unanimous voice vote. **(Unanimous)**



January 9, 2024

**Re: Buildings and Grounds Assistant Facilities Director Position for 2024**

Dear JESAP and Personnel Committees,

I would like to request that the Position of Facilities Assistant Director (position number 0108.007) in the Buildings and Grounds Budget be started at the 1<sup>st</sup> quartile for the position. The requested amount is \$72,523.06 which is currently budgeted in the 2024 Buildings and Grounds Budget and will not require additional funding from unappropriated reserves.

The applicant's prior knowledge and years of experience in both maintenance work and supervisory rolls is the reason for this request.

Thank you for your consideration.

Respectfully,

A handwritten signature in cursive script that reads "Angela Ledgerwood". The signature is written in black ink and is positioned above the printed name and title.

Angela Ledgerwood  
Buildings & Grounds



STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

**STATE OF ARKANSAS**  
CIRCUIT COURT  
FOURTH JUDICIAL CIRCUIT  
JUVENILE DIVISION THREE  
WASHINGTON & MADISON COUNTIES  
885 CLYDESDALE DR.  
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LEIGH BRILL  
Trial Court Administrator  
lbrill@washingtoncountyar.gov  
RICHARD FORT  
Official Court Reporter  
rfourt@washingtoncountyar.gov

January 16, 2024

Re: Phillip Heintze salary request, which requires no additional appropriation of funds

Dear JESAP Committee members,

Phillip Heintze has accepted a position as a Juvenile Probation Officer with the Washington County Juvenile Court, Division III, with a scheduled start date of January 17, 2024. The standard starting pay for this position is \$21.53 per hour/\$44,775.34 annually. However, we are requesting that Mr. Heintze receive the increased pay of \$24.22 per hour/\$50,374.29 annually, with pay retroactive to his start date, due to his experience and qualifications far exceeding the minimum for this Juvenile Probation Officer position. This request requires no additional appropriation of funds.

Mr. Heintze holds an associates and bachelor's degree in Criminal Justice and has several years work experience in the juvenile justice field. It is my belief that Mr. Heintze years of experience working within the juvenile justice system justify this increase to his starting salary. This requested pay increase falls within the guidelines of the Washington County salary policy. This salary increase would require no additional appropriation of county funds to the Circuit Court III budget, as that amount is already the current amount allotted for this position in the 2024 budget.

Thank you for your consideration.



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