



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, September 23, 2024 at 3:30 pm in the 5<sup>th</sup> Floor Conference Room; below is the agenda for this meeting.

**AGENDA**

September 23, 2024

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

- I. Public Comments
- II. Unfinished Business:
  - a. Approval of the June 24, 2024 JESAP Meeting Minutes
- III. New Business:
  - a. Request from the Circuit Clerk Office to increase pay as a result of a promotion to the midpoint of the pay range in the amount of \$25.29/hr.; this request requires no additional funding.
  - b. Request from the Circuit Clerk office to provide a promotional increase above the 1<sup>st</sup> quartile in the pay range to the amount of \$24.02/hr.; this request requires no additional funding.



**Date of Meeting:** June 24, 2024

**Location of Meeting:** 5<sup>th</sup> Floor Conference Room Washington County Courthouse @3:30pm

**Members:** *HR Director* Patty Burchett, *County Judge* Patrick Deakins, *Sheriff* Jay Cantrell, *Treasurer* Bobby Hill, *Circuit Clerk* Kyle Sylvester, *County Collector* Angela Wood, *Assessor* Russell Hill, *Prosecuting Attorney* Matt Durrett

**Members that did not attend:** *Coroner* Roger Morris, *County Clerk* Becky Lewallen,

**Summary of Meeting** – There was a quorum present.

1) Public Comments – There were no public comments.

2) Approval of the April 22, 2024 JESAP Meeting Minutes. **(Approved)**

**Motion** – Matt Durrett

**2<sup>nd</sup>** – Russell Hill

3) Request from the Assessor’s Office to convert their two part-time positions to full-time budgeted positions in the 2025 budget; positions will correlate to *Deputy Assessor I* positions. **(Approved to be included in annual budget)**

**Motion** – Bobby Hill

**2<sup>nd</sup>** – Kyle Sylvester

4) Request to approve the re-grade of the *Chief of Staff Assessor* position to a grade 20. **(Approved to be included in annual budget)**

**Motion** – Matt Durrett

**2<sup>nd</sup>** – Bobby Hill

5) Request from Buildings & Grounds to approve the re-grade of the *Building Maintenance Technician* positions to a grade 13 for the 2025 budget. **(Approved to be included in annual budget)**

**Motion** – Russell Hill

**2<sup>nd</sup>** – Angela Wood





- 13) Request from the Treasurer’s Office to eliminate the current *Deputy Treasurer* positions and convert them into *Deputy Treasurer I* (PCN#0103005; grade: 11) and *Deputy Treasurer II* (PCN#0103006; grade:13) for the 2025 budget. **(Approved to be included in annual budget)**

**Motion** – Russell Hill

**2<sup>nd</sup>** – Kyle Sylvester

- 14) Request from Department of Emergency Management to provide a higher than minimum starting pay to new hire filling the position of *Deputy Director of Special Operations* to the amount of \$64,000.00; this requires no additional funding. **(Approved)**

**Motion** – Kyle Sylvester

**2<sup>nd</sup>** – Bobby Hill

- 15) Request from the Juvenile Detention Center to request the re-grade of multiple positions for the 2025 budget year: **(Approved to be included in annual budget)**

**Motion** – Bobby Hill

**2<sup>nd</sup>** – Matt Durrett

- 16) **Motion to Adjourn** –

Unanimous voice vote. **(Unanimous)**



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

September 16<sup>th</sup>, 2024

Dear JESAP Committee Members,

Due to recent vacancies in the Circuit Clerk's Office, employee 28930 in the Circuit Clerk's Office has been promoted to Bookkeeper from Deputy Circuit Clerk I. This employee has shown to go above and beyond in their duties and has all of the skills and knowledge to take on the responsibilities of this new position. This position is a lead/supervisory position and encompasses oversight of all of the transactions in the Criminal Fines and Fees Department. This position is budgeted for 2024 at the mid-point for this pay grade. I am requesting that employee 28930 receive an increase in pay to \$25.29/hr. No budget increase adjustments will be necessary to make this increase as it will be what this position is currently budgeted for and I am requesting that the pay be retroactive back to August 19<sup>th</sup>, 2024 when the promotion was submitted.

Thank you for your consideration in this matter.

Please contact me with any questions you may have, [ksylvester@washingtoncountyar.gov](mailto:ksylvester@washingtoncountyar.gov) 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

September 16<sup>th</sup>, 2024

Dear JESAP Committee Members,

Due to recent vacancies in the Circuit Clerk's Office, employee 30047 in the Circuit Clerk's Office has been promoted to Assistant Bookkeeper from Deputy Circuit Clerk II. This employee has shown to go above and beyond in their duties and has all of the skills and knowledge to take on the responsibilities of this new position. This position is a multi-faceted role encompassing responsibilities of Criminal data entry, close contact with multiple courts and personnel, collection and entry of the transactions in the Criminal Fines and Fees Department. This position is budgeted for 2024 just over the mid-point for this pay grade. I am requesting that employee 30047 receive an increase in pay to \$24.02/hr. No budget increase adjustments will be necessary to make this increase as it will be what this position is currently budgeted for and I am requesting that the pay be retroactive back to August 19<sup>th</sup>, 2024 when the promotion was submitted.

Thank you for your consideration in this matter.

Please contact me with any questions you may have, [ksylvester@washingtoncountyar.gov](mailto:ksylvester@washingtoncountyar.gov) or (479) 444-1539.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Sylvester", is written over a white rectangular background.

Kyle Sylvester  
Washington County Circuit Clerk