



WASHINGTON COUNTY, ARKANSAS
County Courthouse

July 3, 2014

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, July 7, 2014
5:30 p.m.
Washington County Quorum Court Room

A G E N D A

1. Call to Order.
2. Adoption of Agenda.
3. Report on Employee Insurance Fund. Insurance Consultant Nelson Driver will update the Committee on the status of this Fund.
4. Report from Blair Johanson, Salary Consultant for Washington County. The Committee will be updated on the activities of the Job Evaluation/Salary Administration Program (JESAP) Committee.
5. Request from Sheriff Tim Helder to Reclassify Two Personnel Positions for 2014. The Sheriff is requesting to change a Deputy First Class position (Grade 15) to an Animal Control Officer-Civilian position (Grade 13) in the Sheriff Budget; and an Adult Detention Officer position (Grade 12) to a Warrants/Records Supervisor position (Grade 14) in the Jail Budget. If approved, this request will need to be forwarded to the Finance and Budget Committee. (5.1, 5.2)
6. Review of Quarterly Reports from Human Resources:
 - New Hire Report (6.1)
 - Termination Report (6.2)
 - Turnover Analysis (6.3)
7. Other Business. Any other business to be discussed by the Committee will be brought up at this time.
8. Public Comments.
9. Adjournment.

Jessica Ims

Subject: FW: new slots justification letter for civilian animal control officer and warrant and records supervisor

Attachments: new slots justification letter for civilian animal control officer and warrant and records supervisor.doc

From: Kelly Cantrell
Sent: Monday, June 30, 2014 3:39 PM
To: Jessica Ims
Cc: Tim Helder; Jay Cantrell
Subject: new slots justification letter for civilian animal control officer and warrant and records supervisor

Jessica,

We'd like to be placed on the Personnel Committee Meeting agenda for Monday, July 7 to discuss the attached information.

Please let me know if I need to do anything further!

Thank you!

Kelly

Budget	Position #	Current Grade	Current Budget	New Grade	New Budget	Net Change	APERS	FICA
Sheriff	0400185	Grade 15	\$ 33,525.00	13	\$ 30,633.20	\$ (2,891.80)	\$ (430.30)	\$ (221.22)
Jail	0418426	Grade 12	\$ 39,608.00	14	\$ 41,588.40	\$ 1,980.40	\$ 294.68	\$ 151.50

RE: Request to Re-rate/Rename one position and Re-classify one Position

I am requesting to change two job descriptions at the Sheriff's Office. I wish to take our current Deputy First Class Animal Control Officer and change that position to a Civilian Animal Control Officer, *Budget/Position Number 1000.0400.185*. The Animal Control change will result in a salary and benefits savings to the County. The second change I am requesting is to create a Supervisor over our Warrants and Records Departments. The proposed Supervisor slot will result in a slight increase in salary. Neither of these changes will increase personnel head-count because we will re-rate/rename the current DFC Animal Control Officer position to a Civilian Animal Control Officer, and we will delete the current ADO slot, *Budget/Position Number 3017.418.426*, and create a new slot, *Budget/Position Number 3017.418.120* for the Warrants/Records Supervisor. Both of these positions have been through the JESAP process. More detail on each slot follows.

Animal Control Officer – Civilian

Recommended for Grade 13

Range - \$ 13.70 hr to \$ 18.26 hr

We currently conduct Animal Control duties with sworn deputies. However, we currently have a vacant position so this is an opportune time to switch these duties and hire a civilian. The new job description is almost identical to the old one, except the civilian won't be carrying a weapon or have the powers of arrest. They will have the authority to write summons for violations if necessary and they will still report to a Sheriff's Office sergeant as their supervisor. It is becoming more and more difficult to find deputies who will volunteer to be assigned as animal control officers. We can force a deputy to be an Animal Control Officer but assigning someone that way will not result in the best work product. We have been fortunate over the years to have some deputies that actually like the assignment, but they are the exception. We believe this plan will save the County money both in the short and long run. We hope to attract someone that wants to be an Animal Control officer as a vocation for the long term.

The prior slot was graded as a Deputy First Class, Grade 15. If this new slot is approved, we would delete the DFC slot.

Warrants/Records Supervisor

Recommended for Grade 14

Range - \$ 14.27 hr to \$ 19.03 hr

We currently have two people assigned to our Records Department and two people assigned to our Warrants Department. One of the people has worked in Warrants with the Sheriff's Office for over seventeen years. She has been employed in an Adult Detention Officer slot (Grade 12) for all that time. For several years she has been a quasi-supervisor to the part time clerks and the full-time clerk that work in her office, giving them instructions and direction for their daily duties. We would like to create an official supervisory slot and place her over the Warrants and the Records Departments. In this capacity she would supervise three others and she would be in charge of two important components of the Sheriff's Office. If this new slot is approved, we would delete the ADO slot.

Washington County, AR

Quarterly Hire Report

For 4/1/2014 to 6/30/2014

Emp ID	Name	Department	Position
27774	CRAWFORD, DENNIS NEAL	-	POLL WORKER
			Dept Total: 1
27783	METCALF, NATALIA MARIE	0102-CIRCUIT CLERK	DEPUTY CIRCUIT CLERK I
27796	MURPHY, MEGHAN LYNN	0102-CIRCUIT CLERK	DEPTUY CIRCUIT CLERK I
27803	AURAND, ASHLEY NICOLE	0102-CIRCUIT CLERK	DEPUTY CIRCUIT CLERK I
			Dept 0102 Total: 3
27770	DEMMITT, DANIEL M	0108-BUILDINGS & GROUNDS	JANITORIAL PERSON
			Dept 0108 Total: 1
27771	LINEBARGER, JERRY WAYN	0109-ELECTIONS	POLL WORKER
27772	LINEBARGER, MARGARET A	0109-ELECTIONS	POLL WORKER
27773	CRAWFORD, JULIA M	0109-ELECTIONS	POLL WORKER
27784	HODGE, OLIVIA LYNNETTE	0109-ELECTIONS	SPECIAL ELECTION WORKER
27794	DAVIS, CAROL L	0109-ELECTIONS	POLL WORKER
27794	DAVIS, CAROL L	0109-ELECTIONS	POLL SUPERVISOR
27795	HELGESON, JOANNE M	0109-ELECTIONS	POLL WORKER
27804	MARION, JUDY MARIE	0109-ELECTIONS	POLL WORKER
27797	CARTER, DAVID GLENN	0109-ELECTIONS	POLL WORKER
27798	MOORE JR, DONALD BURTO	0109-ELECTIONS	SPECIAL ELECTION WORKER
27799	MURRAY, FRANKLIN JESSIE	0109-ELECTIONS	SPECIAL ELECTION WORKER
27800	JONES, LOUIS B	0109-ELECTIONS	SPECIAL ELECTION WORKER
27801	MEDINA, MICHAEL R	0109-ELECTIONS	SPECIAL ELECTION WORKER
27802	CARLTON, RANDY ROBERT	0109-ELECTIONS	SPECIAL ELECTION WORKER
27812	SCHACHERBAUER, KELSEY	0109-ELECTIONS	SPECIAL ELECTION WORKER
27814	SUMMITT, SAVANNAH MAR	0109-ELECTIONS	SPECIAL ELECTION WORKER
27815	SUMMITT, WILL LEWIS	0109-ELECTIONS	SPECIAL ELECTION WORKER
27816	GALYON, HUNTER RAY	0109-ELECTIONS	SPECIAL ELECTION WORKER
27775	SANDERSON, REGINA	0109-ELECTIONS	POLL WORKER
27776	SOUTHERLAND, JOHN R	0109-ELECTIONS	POLL WORKER
27777	SOUTHERLAND, VANDE	0109-ELECTIONS	POLL WORKER
27778	ROTA, TONI DEE	0109-ELECTIONS	POLL WORKER
27779	BROWN, MARTHA	0109-ELECTIONS	POLL WORKER
27780	NEUGIN, RACHEL V	0109-ELECTIONS	POLL WORKER
27781	SIERZCHULA, MICHAEL CLA	0109-ELECTIONS	POLL WORKER
27782	REED, LAUREN MARIE	0109-ELECTIONS	POLL WORKER
27786	HELMER, SARAH WINGFIEL	0109-ELECTIONS	POLL WORKER
27787	FEDOSKY, WAYNE MARSHA	0109-ELECTIONS	POLL WORKER
27788	MILLER, KRISTA RENEE	0109-ELECTIONS	POLL WORKER
27789	HUFFMAN, JAMES EUGENE	0109-ELECTIONS	SPECIAL ELECTION WORKER
27790	DAWSON, SUSAN FORT	0109-ELECTIONS	SPECIAL ELECTION WORKER
26028	KYLE, JOANN	0109-ELECTIONS	POLL WORKER
26710	GRAVES, TURA K	0109-ELECTIONS	POLL WORKER
26710	GRAVES, TURA K	0109-ELECTIONS	POLL WORKER
26710	GRAVES, TURA K	0109-ELECTIONS	POLL SUPERVISOR
26890	HARMON, VIRGIL ALLEN	0109-ELECTIONS	POLL WORKER
27753	WHITAKER, STEVEN BRYAN	0109-ELECTIONS	POLL WORKER
27754	JOHNSON, NANCY LYNORA	0109-ELECTIONS	POLL WORKER
27755	SIMRIL, REECE S	0109-ELECTIONS	POLL WORKER
27756	FOSTER, CAROL ANNETTE	0109-ELECTIONS	POLL WORKER

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Quarterly Hire Report

For 4/1/2014 to 6/30/2014

Emp ID	Name	Department	Position
27760	CARNEY, CAROLYN KAY	0109-ELECTIONS	POLL WORKER
27761	MCCLELLAND, BARBARA L	0109-ELECTIONS	POLL WORKER
27763	DEITCHLER, MAX ROBERT	0109-ELECTIONS	PART TIME ELECTION COMMISSION
27764	SCHRADER, ANNA ELLEN	0109-ELECTIONS	POLL WORKER
27766	MITCHELL, MARY JANE	0109-ELECTIONS	POLL WORKER
27767	BURLESON, MARGAUX	0109-ELECTIONS	POLL WORKER
27768	BURLESON, JANE ANN	0109-ELECTIONS	POLL WORKER
27769	LEWIS, MARY ELIZABETH	0109-ELECTIONS	POLL WORKER
Dept 0109 Total: 48			
27809	HORN, BRENT	0200-ROAD	HEAVY EQUIPMENT OPERATOR
27810	KARR, RONNIE DUANE	0200-ROAD	HEAVY EQUIPMENT OPERATOR
27819	CANTRELL, CLAYTON HAY	0200-ROAD	HEAVY EQUIPMENT OPERATOR
Dept 0200 Total: 3			
27811	HINKLE, SIERRA NICOLE	0308-ANIMAL SHELTER	PT KENNEL/OFFICE ASSISTANT
Dept 0308 Total: 1			
27823	LAWSON, ANDREW LANE	0416-PROSECUTING ATTORNEY	PART TIME PROSECUTING ATTORNEY
27785	MCKINLEY, KARLA MICHEL	0416-PROSECUTING ATTORNEY	VICTIM RESTITUTION COORDINATOR
Dept 0416 Total: 2			
27813	CATTERLIN, BENJAMIN TYL	0417-PUBLIC DEFENDER	PART TIME PUBLIC DEFENDER
Dept 0417 Total: 1			
27817	CHAVEZ, GINA ELIZABETH	0418-JAIL	PART TIME JAIL
27817	CHAVEZ, GINA ELIZABETH	0418-JAIL	ADULT DETENTION OFFICER
90081	YATES, KENNETH WAYNE	0418-JAIL	PART TIME JAIL
27820	CRUTCHFIELD, DYLAN BOY	0418-JAIL	ADULT DETENTION OFFICER
27821	FRANKS, TYLER SCOTT	0418-JAIL	ADULT DETENTION OFFICER
27822	GANSZ, RICHARD JEFFERY	0418-JAIL	ADULT DETENTION OFFICER
27806	LICHTY, LAUREN RAE	0418-JAIL	PART TIME CLERICAL SHERIFF
27762	CURTIS, TYRONE DAVID	0418-JAIL	ADULT DETENTION OFFICER
27757	VELASCO, BRIAN	0418-JAIL	ADULT DETENTION OFFICER
27758	TOWNSEND, BRANDON	0418-JAIL	ADULT DETENTION OFFICER
27759	NICHOLS, TAYLOR DENARD	0418-JAIL	ADULT DETENTION OFFICER
27791	SMITH, CHRISTOPHER DOUC	0418-JAIL	ADULT DETENTION OFFICER
27792	TRIPODI, HANNAH	0418-JAIL	ADULT DETENTION OFFICER
27793	GARCIA, ABDIN HERMAN	0418-JAIL	ADULT DETENTION OFFICER
Dept 0418 Total: 14			
27807	BOLES, KEON MARTINEZ	0444-JUVENILE DETENTION	DEPUTY-JDC
27805	KELLEY, ALINA CHEYNE	0444-JUVENILE DETENTION	SOCIAL WORKER
27818	JENKINS, VICTOR BARNAR	0444-JUVENILE DETENTION	DEPUTY-JDC
Dept 0444 Total: 3			
27752	MESPLAY, VICKY L	0600-COUNTY LIBRARY	PART TIME LIBRARY
27765	ENGLE, CAROLYN RUTH	0600-COUNTY LIBRARY	PART TIME LIBRARY
Dept 0600 Total: 2			

Washington County, AR
Quarterly Termination Report
For 4/1/2014 to 6/30/2014

Emp ID	Name	Department	Position	Length of Service	Term Code
26398	DRUMMOND, ALESHIA A	0102	DEPUTY CIRCUIT CLERK I	4 Years -15 Weeks	PERS
				Total for Dept 0102: 1	
27668	HAIRE, HOLLIE JO	0121	HR TECHNICIAN	1 Years -8 Weeks	PERS
				Total for Dept 0121: 1	
27724	BEAN, ROBERT LEE	0200	HEAVY EQUIPMENT OPERATOR	18 Weeks	MOVE
27650	COTNER, CLAYTON DEWAY	0200	HEAVY EQUIPMENT OPERATOR	1 Years -7 Weeks	MBEN
26572	HENSHAW, JERRY W	0200	HEAVY EQUIPMENT OPERATOR II	7 Years 0 Weeks	RETI
22002	DOBBS, BILL W	0200	HEAVY EQUIPMENT OPERATOR	6 Years -15 Weeks	OTHE
27519	MCCAWLEY, THOMAS E	0200	HEAVY EQUIPMENT OPERATOR	2 Years -20 Weeks	3DAY
				Total for Dept 0200: 5	
27673	MULLEN, KELLEY MARIE	0308	VET TECH KENNEL SUPV	1 Years -15 Weeks	PERS
27685	SMITH, FREDDIE E	0308	KENNEL SUPERVISOR	1 Years -19 Weeks	PERS
				Total for Dept 0308: 2	
98043	MORROW, DAREN C	0400	CORPORAL	21 Years -7 Weeks	TWCA
27051	MILLER, HAYDEN C	0400	DEPUTY FIRST CLASS	5 Years -10 Weeks	TWCA
23042	MCFADDEN, RANDY M	0400	PART TIME SHERIFF	11 Years 23 Weeks	MOVE
26544	FULTZ, DAVID C	0400	DEPUTY FIRST CLASS	7 Years 0 Weeks	OTHE
				Total for Dept 0400: 4	
27114	WAY, LINDSEY J	0403	LEAD JUVENILE OFFICE	4 Years -17 Weeks	PERS
				Total for Dept 0403: 1	
26121	CYPERT, JARED H	0416	PARALEGAL	5 Years -5 Weeks	PERS
27496	EASLEY, TYLER H	0416	PART TIME PROSECUTING ATTORNI	2 Years -10 Weeks	SCHO
27006	WARD, ALEXIS D	0416	VICTIM RESTITUTION COORDINATC	5 Years 7 Weeks	OTHE
24253	GUERRERO, ROXANA	0416	LEGAL ASSISTANT	10 Years -13 Weeks	OTHE
				Total for Dept 0416: 4	
25369	LYONS, DONNA F	0418	DEPUTY FIRST CLASS	9 Years 8 Weeks	VOLU
26077	HUBBARD, RACHEAL	0418	CORPORAL	8 Years 13 Weeks	OTHE
24028	RANALLI, DEBORAH A	0418	RECORDS CLERK/ SECRETARY	13 Years 7 Weeks	RETI
27642	TEJADA, MILISA	0418	ADULT DETENTION OFFICER	1 Years -8 Weeks	OTHE
27074	SHEPHERD, DALTON W	0418	DEPUTY FIRST CLASS	5 Years -25 Weeks	PERS
27087	BUTLER, TIMOTHY LEE	0418	ADULT DETENTION OFFICER	4 Years 8 Weeks	OTHE
				Total for Dept 0418: 6	
27807	BOLES, KEON MARTINEZ	0444	DEPUTY-JDC	1 Weeks	PERS
27699	HAGGANS, CHRISTOPHER	0444	DEPUTY-JDC	1 Years -27 Weeks	OTHE
27717	MARTIN JR., KENNETH BRU	0444	DEPUTY-JDC	10 Weeks	TWCA
				Total for Dept 0444: 3	
27313	KUGEL, PAMELA K	0600	PART TIME LIBRARY	3 Years -12 Weeks	OTHE
				Total for Dept 0600: 1	

Total Employees: 1,477

Total Terminated: 28

Turnover Rate: % 1.89

Washington County, AR

Turnover Report

For 4/1/2014 to 6/30/2014

Dept	# Positions	# Turnover	%
0100 COUNTY JUDGE	5	0	0.00
0101 COUNTY CLERK	15	0	0.00
0102 CIRCUIT CLERK	16	1	6.25
0103 TREASURER	4	0	0.00
0104 COLLECTOR	21	0	0.00
0105 ASSESSOR	32	0	0.00
0106 EQUALIZATION BOARD	5	0	0.00
0107 QUORUM COURT	15	0	0.00
0108 BUILDINGS & GROUNDS	17	0	0.00
0109 ELECTIONS	752	0	0.00
0110 PLANNING	13	0	0.00
0113 FINANCIAL MANAGEMENT	5	0	0.00
0115 COMPUTER ADMIN	8	0	0.00
0118 GENERAL SERVICES	2	0	0.00
0119 ARCHIVES	3	0	0.00
0120 GRANTS ADMIN	2	0	0.00
0121 HUMAN RESOURCES	5	1	20.00
0122 COUNTY ATTORNEY	1	0	0.00
0127 JAI OPERATIONS & MAINT (B&G)	2	0	0.00
0128 RECORDER'S COST	8	0	0.00
0200 ROAD	84	5	5.95
0305 HIV CLINIC	2	0	0.00
0308 ANIMAL SHELTER	9	2	22.22
0400 SHERIFF	117	3	2.56
0401 CIRCUIT COURT I (STOREY)	1	0	0.00
0402 CIRCUIT COURT II (SMITH)	1	0	0.00
0403 CIRCUIT COURT III (ZIMMERMAN)	16	1	6.25
0404 CIRCUIT COURT IV (GUNN)	1	0	0.00
0405 CIRCUIT COURT V (STORY-BRYAN)	0	0	0.00
0406 CIRCUIT COURT VI (LINDSAY)	1	0	0.00
0407 CIRCUIT COURT VII (TAYLOR)	0	0	0.00
0415 JUVENILE INTAKE	0	0	0.00
0416 PROSECUTING ATTORNEY	22	4	18.18
0417 PUBLIC DEFENDER	9	0	0.00
0418 JAIL	199	5	2.51
0419 CORONER	5	0	0.00
0441 JUVENILE DIVERSION PROGRAM	0	0	0.00
0444 JUVENILE DETENTION	23	3	13.04
0500 DEPARTMENT OF EMERGENCY MC	4	0	0.00
0501 9-1-1- SERVICES	2	0	0.00
0600 COUNTY LIBRARY	8	1	12.50
0702 ENVIRONMENTAL AFFAIRS	5	0	0.00
0800 VETERANS SERVICE	2	0	0.00
ACC	0	0	0.00
LEA	0	0	0.00