



**WASHINGTON COUNTY, ARKANSAS**  
**County Courthouse**

February 5, 2016

MEETING OF THE  
WASHINGTON COUNTY QUORUM COURT  
PERSONNEL COMMITTEE

Monday, February 8, 2016  
5:30 P.M.

Washington County Quorum Court Room

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Vice Chair Joe Patterson  
Harvey Bowman  
Ann Harbison

Chair Butch Pond

Daniel Balls  
Lisa Ecke  
Bill Ussery

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A G E N D A

1. Call to Order.
2. Prayer and Pledge of Allegiance
3. Adoption of Agenda.
4. Report from Washington County Salary Consultant Blair Johanson and Human Resources Director Lindsi Huffaker. This report will include an overview of Job Evaluation/Salary Administration Program (JESAP) Procedures.
5. Request from County Judge Marilyn Edwards to Change a Heavy Equipment Operator Position (Grade 12) to a Training Officer/One Call Officer Position (Grade 17) in the Road Department Budget for 2016. A motion will need to be made to recommend this request to the Quorum Court for approval. (5.1-5.3)
6. Request from Sheriff Tim Helder for an Exception to the JESAP (Job Evaluation/Salary Administration Program) Policy to increase the salary of Captain Steven Whitmill. A motion will need to be made to recommend this request to the Quorum Court for approval. (6.1)
7. Request from Sheriff Tim Helder for an Exception to the JESAP (Job Evaluation/Salary Administration Program) Policy to increase the salary of Captain Kenneth Yates. A motion will need to be made to recommend this request to the Quorum Court for approval. (7.1)

8. Other Business: Any other business to be discussed by the Committee will be brought up at this time.
9. Public Comments.
10. Adjournment.

/cs

**MARILYN EDWARDS**  
County Judge



**BRAD PHILLIPS**  
Assistant Road Superintendent

**WASHINGTON COUNTY, ARKANSAS**  
**Road & Bridge Department**

February 5, 2016

Honorable Members of the Personnel Committee:

The Washington County Road Department is requesting to change a Heavy Equipment Operator position (Grade 12) to a Training Officer/One Call Officer (Grade 17) position.

With safety being a very important part of the County Road Department, we feel that this would be the best move for the safety of our personnel.

Thank you for your consideration.

Brad Phillips  
Assistant Road Superintendent

## ROAD DEPARTMENT

|  | Annual Amount<br>Current Position<br>Grade 12 | Annual Amount<br>New Position<br>Grade 17 | Annual<br>Amount<br>Difference | Difference<br>for Remainder<br>of 2016 |
|--|---|---|--------------------------------|--|
| SALARIES, FULL-TIME, Slot 0200233 (2000 0200 1001) | 29,703.00                                     | 36,068.00                                 | 6,365.00                       | 5,509.00                               |
| SOCIAL SECURITY MATCHING (2000 0200 1006)          | 2,273.00                                      | 2,760.00                                  | 487.00                         | 422.00                                 |
| NONCONTRIBUTORY RETIREMENT (2000 0200 1008)        | 4,307.00                                      | 5,230.00                                  | 923.00                         | 799.00                                 |
|  | 36,283.00                                     | 44,058.00                                 | 7,775.00                       | 6,730.00                               |

Prepared by Cheryl Bolinger 02-05-16

**Washington County  
Training Officer/One Call Officer  
Job Description**

**Exempt:** No  
**Department:** Road Department  
**Reports To:** Assistant Road Superintendent or Road Supt.  
**Location:** Road Department Facility  
**Date Prepared:** February 03, 2016  
**Date Revised:**

**GENERAL DESCRIPTION OF POSITION**

The incumbent is a position within the county road department with first line supervisory responsibilities. The Training officer will report directly to the Assistant Road Superintendent or the Road Superintendent. The incumbent's primary responsibilities will be developing, planning & organizing required safety classes for road department employees. The Training officer will also be responsible for motivating & counseling employees & trainees in their Safety Habits also conduct or stimulate studying & research designed to improve the abilities of all employees. This incumbent will establish all state mandated training & insure that the road department stays in compliance with state safety mandates & training. The training officer will also be sent in for training & keep records on all training completed by the road department personnel. The incumbent must be able to operate the county's heavy equipment if needed. The training officer will also be responsible for prevention of utility damage on county maintained roads, that includes calling in locates for utilities for our daily construction operations such as 14 graders, new construction, tile crew & bridge crew jobs on a daily basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conduct periodic safety and health walk-through inspections of all workplace facilities.
2. Ensure that quarterly safety training and all other specifically required training is provided for all employees.
3. Conduct accident/injury investigations and illness exposure monitoring.
4. Establish and monitor a program for reporting and investigating "near-miss" situations.
5. Conduct investigations into employee inquiries, suggestions and complaints.
6. Maintain required safety and health documents/files.
7. Ensure periodic inspections of all motorized vehicles.
8. Including, fire prevention plans, fire protection and hazardous materials communication. Safety coordinators deliver this training and document that each employee has completed the requirements. A safety coordinator may also administer post-training tests or review training feedback from employees.
9. Identify workplace hazards and correct them before they cause accidents. A safety coordinator may conduct these inspections alone or as part of a group that includes managers

and supervisors. During an inspection, the safety coordinator should look for hazards such as locked fire doors, blocked exits, wet floors and loose floor tiles. This is also a good time to ensure that first-aid kits are well-stocked and fire extinguishers are easily accessible to employees.

10. A safety coordinator has to determine whether an injury or illness meets the record keeping requirements issued by OSHA, then fill in the relevant information for each incident. Safety coordinators also ensure that safety-related training records, accident reports and other documents are completed and stored properly.

11. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter.

12. Backhoe operation to help load trucks or clear parking lots in foul weather.

13. Heavy equipment operation may be required to help in operations such as clearing parking lots or roads in foul weather or as needed to assist in general maintenance.

14. Ensure that telephone and radio messages are recorded accurately and that the information is acted upon timely and correctly.

15. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor, Assistant Road Superintendent, or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.

16. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.

17. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.

18. This position also requires utility damage prevention on our county maintained roads.

19. Will be responsible for keeping roads located through one call for 14 road grader operators on a daily bases. Also any other locates required for Washington county road maintenance and repair.

20. Will need general computer skills and willingness to learn the county programs.

21. Will be required to present atssa and traffic safety control plans.

22. Will be required to attend frequent safety programs.

23. Should be able to acquire or have needed safety certifications to comply with Washington county road department needs.

24. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Driver's License, a good driving record and a CDL.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

#### **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Not indicated.

#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

#### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

#### **ACCOUNTABILITY**

##### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

##### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.



Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

#### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

#### **PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

#### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

#### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

#### **WORKING CONDITIONS**

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.g. Hot mix paving in constant sun).

#### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, risk of electrical shock, risk of radiation, vibration. The noise level in the work environment is usually loud.

#### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to talk or hear; and occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ADDITIONAL INFORMATION**

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with a minimum of 2 years safety and health regulations; the abilities to recognize hazardous situations and implement effective corrective measures; most have excellent verbal and written communication skills; Must attend continued education and training seminars/courses; most have a valid Driver's License and a good driving record.

**OTHER SKILLS and ABILITIES:**

The Incumbent in this position must be familiar with Road department operations, A strong commitment to the road departments safety program, Have strong planning , and problem solving skills, Adaptable and flexible style in working with all types of individuals, Also a servant type attitude.

*Washington County  
Human Resources Office - Office of Human Resources*

*Printed by: Bill J. Smith  
DATE: 11/13/2013 10:00 AM*

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TIM HELDER  
SHERIFF



# Washington County Sheriff's Office

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February 1, 2016

To: Personnel Committee

Mr. Steven Whitmill currently holds the position of Captain over the Administrative Division at the Washington County Sheriff's Office.

Mr. Whitmill has more than twenty years of experience as a certified law enforcement officer, which includes four years as Washington County Sheriff. He holds a Bachelor of Science degree in organizational management from John Brown University and has over 1,000 hours of law enforcement training.

Due to compression issues with the captain positions, I would like to go outside the Program of Salary Administration Guidelines and request Mr. Whitmill's current bi-weekly salary of \$1823.76 (\$22.80 hourly) be increased to \$2064.00 (\$25.80 hourly). My intention is to use funds from slot 3017.418.18, which was budgeted in 2016 for the amount of \$2429.03 bi-weekly. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Helder".

Tim Helder  
Sheriff

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TIM HELDER  
SHERIFF



# Washington County Sheriff's Office

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February 1, 2016

To: Personnel Committee

Mr. Kenneth Yates has been promoted to the position of Captain over the Washington County Sheriff's Office Detention Center.

Mr. Yates has been a certified law enforcement officer for almost thirty years, both with Fayetteville Police Department and the Washington County Sheriff's Office. He has held a multitude of supervisory and administrative roles, including jail administrator and captain over patrol, CID and administration. During his nine years as captain at Fayetteville Police Department, he played a vital role in the preparation and administration of a multi-million dollar yearly budget. Mr. Yates has over 2,400 hours of law enforcement training, which includes graduation from Northwestern University's School of Police Staff and Command where he received the Franklin M. Kreml Leadership Award.

Since Mr. Yates is a valued employee with over twenty-nine years of law enforcement experience, which includes an extensive amount of administrative and supervisory experience, I would like to go outside the Program of Salary Administration Guidelines and request his salary be placed at \$2,028.00 (bi-weekly), which is \$25.35 hr.

I would like to note that the 2016 budget for this position included a bi-weekly salary of \$2429.03. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Tim Helder".

Tim Helder  
Sheriff