



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

March 4, 2016

**MEETING OF THE**  
**WASHINGTON COUNTY QUORUM COURT**  
**PERSONNEL COMMITTEE**

Monday, March 7, 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 Blair Johanson, Salary Consultant for Washington County.
  5. Request From Circuit Court Division III Judge Stacey Zimmerman For An Exception To The JESAP (Job Evaluation/Salary Administration Program) Policy To Increase The Salary For A Juvenile Officer Position. A motion will need to be made to recommend this request to the Quorum Court for approval. (5.1-5.3)
  6. Request From Prosecuting Attorney Matt Durrett For A New Assistant Case Coordinator Position. This new position and job description will be rated at the March 7<sup>th</sup> JESAP meeting. A motion will need to be made to recommend this request to the Quorum Court for approval. (6.1, 6.2)
  7. Other Business: Any other business to be discussed by the Committee will be brought up at this time.
  8. Public Comments.
  9. Adjournment.
- /cs



STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

**STATE OF ARKANSAS**  
CIRCUIT COURT  
FOURTH JUDICIAL CIRCUIT  
JUVENILE DIVISION  
WASHINGTON & MADISON COUNTIES  
885 CLYDESDALE DR.  
FAYETTEVILLE, AR 72701  
Tel. (479) 444-1739  
FAX (479) 444-1749

DELIA FOSTER  
Trial Court Assistant  
RICHARD FORT  
Official Court Reporter

March 1, 2016

***Re: Salary Request For Current Job Opening***

Honorable Quorum Court Members:

Juvenile Court currently has an open position for a Juvenile Officer. We have an applicant who is highly qualified to fill this position. I would like to offer the position to this applicant, however, the applicant would be taking a pay cut from his current job. I am requesting that the applicant be allowed to start at the rate of \$16.75 per hour. The following reasons support my request:

1. The applicant has an Associate Degree and a Bachelor Degree in Criminal Justice;
2. The applicant has a total of 5 ½ years' experience working with youth and Families;
3. The applicant is currently law enforcement certified, and can be of great assistance if there is an emergency situation at juvenile court;
4. The applicant is bi-lingual speaking English and Spanish; and,
5. This applicant has experience working in juvenile court .

This level of skilled applicant is rare, and I do not want to lose the opportunity to hire such a skilled and diverse applicant to work with our families and juveniles.

I am requesting the opportunity to be heard at the next personnel meeting and quorum court meeting to address this request.

Respectfully yours,

A handwritten signature in blue ink that reads "Stacey Zimmerman".

Judge Stacey Zimmerman  
Circuit Judge

**Carly Sandidge**

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**From:** Lindsi Huffaker  
**Sent:** Wednesday, March 02, 2016 10:28 AM  
**To:** Karen Beeks; Carly Sandidge; Cheryl Bolinger  
**Subject:** RE: request to be added to personnel and QC meetings

**Categories:** Personnel Committee, Agenda

Good Morning,

In follow up to your request for clarification, you are correct that this is a JESAP policy exception. The Salary Administration Program allows for an Elected Official to request that JESAP consider an employee hiring rate above the base pay of a grade, within the following parameters:

“Hiring Rate:

1. In most cases, all full-time employees shall be hired at the minimum rate for their grade range. The County will allow an individual new hire to be paid up to halfway between minimum and midpoint for the position’s salary range given the person has additional experience, education, etc. that add value to the position. These additional attributes and the negotiated amount will be presented to the Job Evaluation Committee for review and approval. In general, pay in excess of minimum will be supported by additional related experience that exceeds the minimum required experience as noted in the position description. Any exception to this policy must be approved by the Personnel Committee.”

The request is for a Juvenile Officer, grade 15, to be hired at \$16.75 per hour. The position starts at \$14.98. With additional education and experience, the JESAP committee could approve within policy a hiring rate of \$15.07, which is halfway between minimum and midpoint (also known as the top of the 1<sup>st</sup> quartile). The request exceeds policy guidelines, exceeding the 1<sup>st</sup> and 2<sup>nd</sup> quartiles. To approve this, the Personnel Committee will have to suspend JESAP policy, and approve a policy exception. This is a very similar situation to that which was approved for Sheriff Helder at last month’s Personnel Committee meeting.

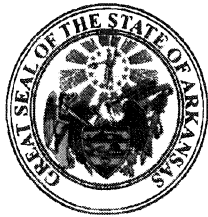
If you have any other questions, please feel free to contact me.

Thanks,

Lindsi Huffaker  
Washington County  
HR Director  
Ph: 479-444-1728  
Fx: 479-444-1731

## JUVENILE COURT - SALARIES, FULL-TIME

<b>JUVENILE COURT</b>	<b>Remainder of 2016</b>	<b>Annual Cost</b>
SALARIES, FULL-TIME, Slot 0403010 (1000 00403 1001)	\$ 29,480.00	34,840.00
SOCIAL SECURITY MATCHING (1000 0403 1006)	\$ 2,256.00	2,665.26
NONCONTRIBUTORY RETIREMENT (1000 0403 1008)	\$ 4,275.00	5,051.80
	\$ 36,011.00	42,557.06

**OFFICE OF THE PROSECUTING ATTORNEY****MATT DURRETT***District Prosecutor*

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**FOURTH JUDICIAL DISTRICT  
WASHINGTON AND MADISON COUNTIES**

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**DEPUTY PROSECUTORS:**

• Mieka Hatcher • Terra Stephenson • Charles M. Duell • Chreea S. Booher • David G. Bercaw • Brian Lamb • Kevin Metcalf •  
• Shane Kerr • Seth Creed • Sarah Ashley • Natalie Morrison • Joel Cape • Sara Swearingin • Courtney Cassidy • John Snyder •

March 1, 2016

To whom it may concern:

We respectfully request to be added to the Personnel Committee's agenda for March 7, 2016, for review of an additional full-time position.

Respectfully,

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

Matt Durrett  
Prosecuting Attorney

**Washington County**  
**Assistant Case Coordinator**  
**Job Description**

**Exempt:** No  
**Department:** Office of the Prosecuting Attorney  
**Reports To:** Case Coordinator  
**Location:** Prosecutor's Office  
**Date Prepared:** March 02, 2016  
**Date Revised:**

**GENERAL DESCRIPTION OF POSITION**

Responsible for typing and processing all arraignment papers the prosecutors have reviewed and decided charges to be filed. The full time Assistant would also be supervisor over the part time assistant. The full time assistant would also help with anything the Case Coordinator or part time assistant needs, including fielding phone calls, requesting reports, entering warrant requests, and sorting paperwork.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Must become ACIC certified-Level 1.
2. Serve as Case Coordinator in their absence.
3. Directly supervise Part-Time Assistant Case Coordinator.
4. Serve as Part-Time Assistant Case Coordinator in their absence.
5. Print docket sheet.
6. Type all arraignments that have been reviewed by prosecutor.
7. Prepare files for each defendant.
8. Check paperwork against defendant's criminal history and Final Disposition of Charges to maintain accuracy.
9. Prepare all documents (Cover Sheet, Felony Information and a Post Arrest Warrant).
10. Retrieve files from prosecutor and filing with Circuit Clerk's office.
11. Enter all information into Document Management after filing.
12. Arrange arraignment bag into 2 stacks-in custody defendants and out of custody (alphabetically).
13. Attend arraignments at Washington County Jail every Monday, Wednesday and Friday at 8:00am.
14. 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 3 years related experience and/or training. Or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

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

Must become ACIC certified-Level 1

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

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Word Processing/Typing

Basic: Alphanumeric Data Entry, Spreadsheet

## **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**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

## **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.

Supervision of a part-time employee.

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

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

## **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**

Generally controlled. General processes covered by established policies and standards with supervisory 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.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.



## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **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**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **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.

The noise level in the work environment is usually moderate.

## **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.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

## **ADDITIONAL INFORMATION**

The full time Assistant Case Coordinator would be responsible for typing all arraignments that prosecutors have reviewed and decided what charges are to be filed. It is crucial to the whole judicial system that these documents are correct in every aspect. A docket sheet is printed for each arraignment date. Files are made for each defendant, paperwork from the prosecutor is double checked against the defendant's criminal history and Final Disposition of Charge report to maintain accuracy, and documents are prepared. The documents are a Cover Sheet, a Felony Information, and a Post Arrest Warrant. The Final Disposition of Charge Reports are checked against what charges the prosecutor has filed, and any Final Disposition of Charge

Reports that do not apply must be checked, write in the arresting agency, the court of filing, and signed and dated and returned to ACIC. After the arraignment documents are prepared, they are returned to the individual prosecutor for review and signature, then they are retrieved and copies are made and the paperwork is taken to the Circuit Clerk's Office for filing. Because of the new system put into place by the State in the Circuit Clerk's Office, we must leave the paperwork for each case at the Clerk's office until they have time to enter the new case, then we go back and pick them up later in the day. This goes on back and forth all throughout the day, every day. Once the case is filed, we go back to the Docket Management program and enter the case number, and make sure the charges that were entered when the defendant was arrested match up with the filing decision of the prosecutor. Then we print out an inside cover sheet for our files and staple it to the front of the file. Then we get the paperwork ready for arraignment day by sorting paperwork into what goes to the bailiff to be served, and what stays with the file for the prosecutor. Files that had warrant charges are then pulled from the big drawer and the correct paperwork is pulled from each of those files and sorted. Everything is put together in alphabetical order, files and paperwork, and then those files are divided into two stacks - defendant's that are in custody and those that are released. A court docket is run from the Sheriff's Office system to ensure accuracy of defendant's set for trial, and that if any resets have been granted, notify the Sheriff's Office. Then the arraignment bailiff's paperwork is set in the tray, and all files are placed in the rolling duffel bag for the bailiff to pick up prior to 7:00 a.m. each arraignment day. A copy of the court docket is then faxed to transport and the jail so the proper in-custody defendants will be ready for arraignment the following morning.

The full time Assistant would also be responsible for typing any Amended Felony Information as the prosecutor receives more information that would require a change in the charging document. The full time Assistant would also be supervisor over the part time assistant. The full time assistant would also help with anything the Case Coordinator or part time assistant needs, including fielding phone calls, requesting reports, entering warrant requests, and sorting paperwork.