



WASHINGTON COUNTY, ARKANSAS
County Courthouse

May 6, 2016

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, May 9, 2016
5:30 P.M.

Washington County Quorum Court Room

Vice Chair Joe Patterson
Harvey Bowman
Ann Harbison

Chair Butch Pond

Daniel Balls
Lisa Ecke
Bill Ussery

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 discussion of employee salary ranges.
5. Request From County Assessor Russell Hill To Change A GPS Tech Position (Grade 14) To A Deputy II (Grade 11) Position In The Assessor Department Budget For 2016. A motion will need to be made to recommend this request to the Quorum Court for approval. (5.1)
6. Other Business: Any other business to be discussed by the Committee will be brought up at this time.
7. Public Comments.
8. Adjournment.

/cs

Carly Sandidge

From: Karen Beeks
Sent: Tuesday, April 12, 2016 8:48 AM
To: Russell Hill
Cc: Carly Sandidge
Subject: RE: Quick question

Good Morning,

I have you down! The Personnel Committee just met yesterday, so their next meeting is scheduled for May 9th.

Karen

Karen Beeks
 Executive Assistant
 County Judge's Office
 (479) 444-1700
kbeeks@co.washington.ar.us

From: Russell Hill
Sent: Tuesday, April 12, 2016 8:43 AM
To: Karen Beeks
Subject: FW: Quick question

Karen,

I have a GPS Tech position that I would like to change to Deputy II. Can you put me down for the next Personnel Committee meeting to request exchanging to two positions?

Russell

From: Lindsy Huffaker
Sent: Monday, April 11, 2016 4:35 PM
To: Russell Hill
Subject: RE: Quick question

Hi Russell,

The vacant GPS Tech position number is 0105021. If you would like to change this to a Deputy II, you will make a request to Personnel Committee to change the title, grade, and pay, and if approved, it would be passed on to the full Quorum Court for approval. The position is currently a grade 14. It would be moving to a grade 11, and should definitely result in a savings to the county. Please let me know if I can be of any assistance throughout the process.

Thank you,

Lindsy Huffaker
 Washington County
 HR Director
 Ph: 479-444-1728

Renee Biby

From: Leta Darling
Sent: Wednesday, May 04, 2016 4:02 PM
To: Renee Biby
Cc: Lindsy Huffaker; Cristi Beaumont
Subject: FW: Counselor Job Description
Attachments: counselor.job.description.ld.docx

Hey, Renee:

Please find attached job description. This is for the part time counselor that will be funded by the state accountability grant. Can you please get this on the quorum court's agenda for May? It's my understanding they have to approve before we can advertise. I think we were just waiting on this description. If you need anything further, please let me know. I've cc'd Lindsy so that she has the revised job description as well. We worked with the clinical supervisor to ensure proper credentialing was included in the description.

Thanks!

Leta Darling
Circuit Court Staff Attorney
4th Judicial District
P.O. Box 4703
Fayetteville, AR 72701
(479) 973-8420 phone
(479) 973-8426 fax

**Washington County
Drug Court
Counselor in Training
Job Description**

Exempt: No
Department: Drug Court
Reports To: Treatment Program Manager or his/her designee
Location: Drug Court Facilities
Date Prepared: January 04, 2016
Date Revised: May 4, 2016

GENERAL DESCRIPTION OF POSITION

The Drug Court Counselor-in-Training will present the knowledge, skills and attitudes to facilitate Substance Abuse Treatment groups and services. Must be knowledgeable of application for clinical practices of the substance use population – including theories and practices of counseling services. Recognizes symptoms for diagnosis according to the DSM 5 criteria and responds to problems and needs of the client. Use of the 12 Core Functions as the guide for clinical behavior necessary in the professional practices of review and analyze for treatment recommendations. Will have collaborative actions that collect, organize, test, and appraise information that formulates in best practices of care and substance abuse treatment, which leads to the improvement of the client's life and well-being based on goals and objectives determined and met in the treatment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collects, organizes, and analyzes clients' information, tests, and interviews to appraise their interest, aptitude, abilities, and personality characteristics for vocational and educational planning.
2. Compiles and studies occupational, educational, and economic information to aide educational and vocational decision-making.
3. Identifies referral needs and makes appropriate referrals.
4. Assists clients with social and emotional problems, making referrals as needed.
5. Possesses good report writing and oral report/case presentation skills.
6. Organized, disciplined, and proactive at all times.
7. Good working professional relationships during all clinical tasks and job duties to meet the diverse needs of clients.
8. Attends intra and inter-offices meetings as scheduled.

9. Sits for extended period of time completing administrative and counseling tasks.
10. Practices good communication skills at all times.
11. Adheres to Drug Court policy on time keeping regarding sick leave, vacation, comp-time, and holidays.
12. Conducts educational presentations and facilitates groups according to policy.
13. Complies with standards and licensing requirements and policies of ACC, DBHS, ASACB credentialing and county guidelines.
14. Maintains positive attitude/approach towards co-workers, clients, and program.
15. Maintains favorable background and reference checks.
16. If not certified, attends ASACB approved workshops for certification purposes.
17. To be registered with ASACB in to be in compliance with clinical supervision guidelines and acquire certification within 6 months of eligibility for testing. If certified with ASACB credential - professional development education training hours will need to be met at the required 40 hours every 2 years.
18. Maintain 40 hours of job duty professional development education hours per year as required by ACA. If these hours are approved by ASACB they may be applied to the collective number of training hours required.
19. Coordinates services with other agencies, the courts, and serves on the drug court team.
20. Must participate in clinical supervision activities and adhere to ethical standards as set forth by ASACB for the credentialing process accepting clinical supervision advisement per substance abuse treatment manager (CS) or his/her designee.
21. 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

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must acquire a substance abuse credential within 6 months of the eligibility of testing or retain acquired certification/license according to the governing bodies. Example: ASACB-Arkansas Substance Abuse Certification Board the state credentialing body or Board of Examiners of Alcoholism and Drug Abuse Counselors-BEADAC the state licensing body for substance abuse professionals.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

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, either of which would affect the work operations of small organizational component and the organization's clientele.

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

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in 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.

No supervision.

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 \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

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

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

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, plus frequent contact with senior level internal officials.

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

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

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.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Not indicated.

*Washington County
Job Description for Drug Court Counselor*

*Printed 1/4/2016 7:48:11 AM
DBCompensation System -
www.dbsquared.com*