

October 19, 2006

PERSONNEL COMMITTEE REPORT

The Personnel Committee met Monday, October 11, 2006 at 3:00 p.m., in the QC Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville

Committee Members Present: Allen, Harrison, Hill, Sheridan, Stephenson, Tharp, Wolf

Others Present: Assessor Shirley Sandlin, Collector Greg Hoggatt, Public Defender Jay Saxton, Chief Probation Officer Petie Cobb, County Attorney Ed Gartin, Chief Don Townsend, Captain Hunter Petray, Captain Mike Sydoriak, Barb Ludwig, Richard McComas

Media: None

1. NEW BUSINESS: (Continuation of Agenda from 10-11-06 meeting)

B. Position Regrades and Reorganizations – Barbara Ludwig/Elected Officials

a) Position Regrades

1. Appraiser Assistants (Dept 7)

Human Resources Director Barbara Ludwig stated that Appraiser Assistants are currently a Grade 3, but with the increased demand on production in Real Estate Appraisal, the Assessor felt that they should be a higher grade. She said that they do not want to redo the job description at this time because all job descriptions are being re-written next year. She said that the job was rated comparably to a Receptionist/File Clerk and these people were doing more than that. The increases in several rating factors gave the position a Grade of 4. She added that this did not cause any wage changes, and will be included in the Schedule 4 changes in the 2007 Budget. JP Sheridan made motion to approve the grade change and forward it to the Finance Committee for Budget consideration, seconded by JP Harrison. Motion passed by unanimous voice vote.

b) Reorganizations

1. Planning and Environmental Services - Storm Water Manager

Barbara Ludwig stated that a request has been made to move the Storm Water Manager position to the Environmental Services Department. Environmental Services Director Jim Ecker would like to move the position in order to change the Storm Water Manager to an Environmental Officer, because the current Environmental Officers are already doing that type of work. She said the position is currently vacant, so they budgeted it at 90% of the range, and the Environmental Officer position is one grade higher than the Storm Water Manager. Jim Ecker stated that Storm Water inspection is a code enforcement function, and they are

required to inspect every construction site in the county within 24 hours of rainfall to make sure there is no illegal runoff. He said the result is that when it rains, the person has way more than they can do, and when it is not raining, they do not. He said that by changing the position to an Enforcement Officer, all of them can inspect major storm water events, and when it is not raining, they will have an additional Code Enforcement Officer. He added that Planning does not write citations for violations, so it is a better fit for storm water management to be in the Environmental Services Department. JP Sheridan asked Jim Ecker if the County Judge had approved moving the position out of the Planning Department. Jim Ecker stated that he had. JP Tharp asked if there would no longer be a Storm Water Manager title. Jim Ecker stated that the duties of all three Environmental Code Enforcement Officers would include storm water management. JP Sheridan made motion to approve moving the Storm Water Manager position to Environmental Services and changing the title to Environmental Officer, and to forward it to the Finance Committee for budget consideration, seconded by JP Tharp. Motion passed by unanimous voice vote.

2. Road Department

Add one (1) Heavy Equipment Operator and delete one (1) Truck Driver

Barbara Ludwig stated that they are doing much more road grading than chip and seal, so they are not using the dump trucks as much. She said the impact on salaries will be \$998, and the total compensation impact on the budget will be \$1,415. She added that the Road Department is trying to shift people around where they are needed and avoid asking for additional people. JP Tharp made motion to approve the reorganization and forward it to the Finance Committee for budget consideration, seconded by JP Wolf. Motion passed by unanimous voice vote.

3. Information Systems

- a. Add one (1) Database Report Writer and delete one (1) Network Programmer Analyst (½ paid by Dept 4)
- b. Add one (1) Systems Administrator Delete one (1) PC Support Specialist at higher salary
- c. Add one PC Support Specialist at beginning salary

Barbara Ludwig stated that Information Systems Director Sydney Reynolds will be coming to explain the objectives in reorganizing the Department, but that one of the things they wanted to do was reduce some of the outsourcing expense by hiring a full time webmaster. She referred to a handout illustrating the monetary impact of the reorganizations. She said that the result of all of the shifting will be the addition of two new people, with an annual base increase to their overall payroll of only \$10,983.47, and a total compensation increase of \$38,293.01. JP Stephenson asked for an explanation in the difference between the payroll impact and compensation impact. Barbara Ludwig stated that the Report Writer is currently paid \$49,622, but the person moving into the position will be paid \$44,055, and half of the salary for that position will be charged back to Department 04, the Treasurer's Automation Account. She added that there is a little over \$11,000 added in medical benefits, plus double the retirement costs. She said there is an additional savings due to a PC

Support Specialist moving into a slightly higher paying job because it is a promotion, but they are deleting one higher paying job.

JP Sheridan asked if there is a job description for the Webmaster position. Barbara Ludwig stated that she did not include it, but when it was graded through JESAP the market study was attached. JP Stephenson stated that he recalled that information. Information Systems Director Sydney Reynolds stated that they are currently using temp services to provide a webmaster, and they would like to make it a permanent position because of the turnover and need for continuity. He said the webmaster is responsible for all development and tracking user trends. He said she also communicates with the public and department heads about the website, and they are providing more e-commerce and real time data basis, and it is imperative that they have someone with knowledge of data base structure and data base queries. JP Sheridan asked if he thought the salary listed was necessary to hire a webmaster. Sidney Reynolds stated that they had looked at market comparisons to arrive at that salary. JP Tharp asked what was spent on outsourcing for web services last year. Sidney Reynolds stated that they had \$30,000 in the budget. JP Tharp asked what additional service the county is going to get for the extra \$10,000. Sidney Reynolds stated that they have been hiring temps right out of school, and then losing them as soon as they get some experience. He said they would like to step it up to someone with more experience. JP Wolf asked if the entire thing could not be outsourced to a company. Sidney Reynolds stated that they had looked at that option, but the cost was substantially higher due to maintenance.

County Judge Gary Black was recognized and stated that this is an important position because we have had a web site for a long time but could never keep it updated. He added that they get thousands of hits every day, and not just locally, but from all over the United States and the world. He said the current webmaster has done an excellent job and is out there fighting for what we need. He said he is very proud of the website at the present and thinks this will be money well spent. There was discussion regarding when and if raises would be applied to these positions. JP Tharp made motion to approve the Information Systems Department reorganizations listed on the handout distributed today, which includes the additional position of Webmaster, and forward them to the Finance Committee for budget consideration, seconded by JP Sheridan. Motion passed by unanimous voice vote.

C. Wage Adjustments

1. County Attorney

Barbara Ludwig stated that this request was made based on a precedent which was set the last time the County Attorney left the position to serve as Prosecuting Attorney, and then returned to the County. She said that they do not want to penalize the County Attorney for leaving to take on the responsibilities of Prosecuting Attorney and missing the pay raises that occurred in 2005 and 2006 while she was away from county employment. JP Tharp expressed concern that this would not be fair to the current County Attorney. Barbara Ludwig stated that it was his suggestion. She said they are proposing that the salary for the returning County Attorney be set at the level she would be receiving if she had never left. JP

Wolf stated that is great that she is coming back to the county, but if she herself stepped down to take another position, and then returned, she would not have the option of getting the same salary she would have gotten had she never left. County Judge Gary Black was recognized and stated that Robin Green had taken the position of Prosecuting Attorney at the request of the Governor, and she has done a good job but state law prevented her from running for the position, and it is only fair that she get the raises she would have received if she had stayed. JP Tharp asked who hires the County Attorney. County Judge Gary Black stated that it is his responsibility. JP Stephenson stated that they have had some financial benefit from the reduced salary that was paid to the current County Attorney. JP Sheridan made motion to approve the wage adjustment as presented, and forward it to the Finance Committee for budget consideration, seconded by JP Tharp. Motion passed by unanimous voice vote.

2. Supervisor Warrants/Records (Internal Equity) - Department 05

Barbara Ludwig stated that she was asked to look at this salary because the Sheriff's Department felt that is was a little low for the length of employment. She said that after analyzing it she is recommending an increase of \$961.58, which will bring her more in line with other county employees with the same length of service. JP Harrison made motion to approve the wage adjustment and forward it to the Finance Committee for budget consideration, seconded by JP Tharp. Motion passed by unanimous voice vote.

3. Road Department Superintendent (Internal Equity) - Department 44

Barbara Ludwig stated that an employee was promoted to a Road Department Supervisor position last year, but his salary is below that of the Foremen, so she is recommending that it be increased \$1,820.51. JP Tharp made motion to approve the wage adjustment and forward it to the Finance Committee for budget consideration, seconded by JP Sheridan. Motion passed by unanimous voice vote.

4. Elected Officials and JPs

Barbara Ludwig stated that they did not want to address this issue during an election year, but she felt obligated in her duty as Human Resources Manager to look at the market and see where they stand on salaries compared to other counties. She said that based on our ranking in growth and percentage change in population, she would recommend a \$6500 increase across the board. She said she did not include the Coroner's Office because it would have put the current officeholder at the maximum of the range, and that position was just expanded to a full-time position this year. She said she is recommending an increase to \$400 a month for Justices of the Peace, and \$100 per committee meeting. She said that in a county of our size Quorum Court members are allowed to earn up to \$8,000 per year. JP Tharp stated that he wanted clarification of the Personnel Committee's role, and asked if they were to be concerned with financial issues, or just forward them to the Finance Committee. JP Stephenson stated that they would have to approve it and forward it to the Finance Committee, but he is adamantly opposed because this should only be addressed in a non-election year. JP Sheridan asked why she had shown the same amount for all raises when the Elected Officials all make different salaries, and salary increases are normally based on percentage. Barbara Ludwig

stated that she was looking at an amount that would put them between Sebastian County and the next one below us on the population chart, and the last increase four years ago was an across the board raise. Richard McComas pointed out that two of the Elected Officials make a different amount than the other four. JP Sheridan stated that he firmly believes that the increases are possibly in line, but several years ago they agreed to only look at increases in off-years so that people running for the offices would know ahead of time what their salaries will be. Richard McComas stated that it was not brought forward last year because the employees were only given a cost of living increase. JP Tharp said this is good information to have, but he is also of the opinion that it should only be addressed in the off year, because it would be unfair to people who may have considered running for office but chose not to because of the salary.

JP Harrison asked if this was already on the books, or just an agreement. JP Stephenson stated that there is no ordinance, just a concurrence. JP Tharp asked how it would become part of the operating practice. JP Stephenson stated that it is just common sense, that if you're going to enhance the salaries of elected officials, it should be done in a non-election year. Richard McComas stated that if the Court wants to recommend that salary increases for Elected Officials be brought before the Personnel Committee every two years, it could be adopted as operating procedure.

JP Tharp made motion that as standard operating procedure for the Personnel Committee, Elected Officials salaries will be reviewed every other year in non-election years, seconded by JP Sheridan. Motion passed by unanimous voice vote.

D. New Position Request

1. Judge Finch – Drug Court Counselor

Barbara Ludwig stated that she met with Judge Finch this week and he told her that he did not want this request to interfere with either the Public Defender's request for another Deputy, the Juvenile Probation Department's request for another Probation Officer, or his own request for a Court Orders Clerk, because those are critical needs. She said he also has seen some movement at the state level and there may be an opportunity for a grant-funded counselor for the Drug Court Program at mid-year. She said he had expressed to her that he would like to reinforce the three requests, and come back at mid-year with a proposal that will look at the entire Drug Court program.

E. Position Ranking Sheets

The committee went over the results of the position ranking votes for both the Commissioned Accounts and General Fund position requests.

The following represents the priority order for **Commissioned Accounts**, approved by the Personnel Committee on October 19, 2006.

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Fund	Dept	Position Title	Rank		
060	6	Deputy Collector I	1	35,711	35,711
070	7	Deputy Assessor Personal/ Business Property	1	36,770	72,481
070	7	Real Estate Appraisers	3	42,358	114,839
070	7	Software Specialist	4	56,090	170,929
070	7	Real Estate Appraisers	5	42,358	213,287
070	7	Real Estate Appraisers	6	42,358	255,645
070	7	Appraiser Assistant	7	35,838	291,483
070	7	Appraiser Assistant	8	35,838	327,322
070	7	Appraiser Assistant	9	35,838	363,160
070	7	Appraiser Assistant	10	35,838	398,998
Totals				398,998	

The following represents the priority order for General Fund Departments, approved by the Personnel Committee on October 19, 2006.				2007 Budget Impact (By Position)	2007 Budget Impact (Running Totals)
Fund	Dept	Position Title	Rank		
010	20	Juvenile Probation Officer (receives partial reimbursement from the State)	1	45,398	45,398
010	67	Transport Deputy	2	45,398	90,796
010	5	Captain- Administration	3	53,260	144,056
010	5	Crime Property Technician	4	45,398	189,454
010	67	Transport Deputy	5-Tie	45,398	234,853
260	50	Deputy Public Defender	5-Tie	68,750	303,603
010	64	Court Order Clerk/Legal Sec	7	37,758	341,361
010	23	Electrical/HVAC Technician	8	45,409	386,770
010	67	Transport Deputy	9	45,398	432,168
010	5	Sheriff Deputy	10	45,398	477,566
010	5	Warrant Secretary	11	35,203	512,769
010	67	Work Detail	12	45,398	558,167
010	67	Transport Deputy	13	45,398	603,565
010	5	Sheriff Deputy	14	45,398	648,963
010	19	Clerical Pool	15	93,940	742,903
Totals				742,903	

Barbara Ludwig stated that she will take the results to the Finance Committee with a running total of the budget impact of each additional position. JP Tharp made motion to forward the ranking sheets for the Fully Funded and General Fund positions to the Finance Committee for budget consideration, seconded by JP Sheridan. Motion passed by unanimous voice vote.

After motion and second the meeting adjourned at 4:20 p.m.