

March 25, 2009

## **PERSONNEL COMMITTEE REPORT**

The Personnel Committee met Wednesday, March 25, 2009 at 4:00 p.m., in the QC Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville.

Committee Members Present: Wolf, Sandlin, Harrison, Winscott, Allen

Others Present: Human Resources Manager Barbara Ludwig, Comptroller Richard McComas, Sheriff Keith Ferguson, Collector Gloria Peterson, JP Craig Brown, JP Bobby Hubbard, JP Dan Douglas,

Media: Caleb Forte – Morning News, Tabatha Hunter – Benton County Daily Record

JP Wolf called the meeting to order.

### **NEW BUSINESS**

#### **A. Title Change Only in Schedule 4**

##### **Maintenance Service Technician**

*(Old: Maintenance Service Technician-Bldg. and Maintenance Service Tech – Carpentry/Plumbing)*

##### **Juvenile Detention Center Manager**

*(Old: Juvenile Detention Director)*

##### **Juvenile Detention Center Assistant Manager**

*(Old: Assistant Juvenile Detention Director)*

##### **Manager of Information Systems**

*(Old: Director of Information Systems)*

##### **9-1-1- Administration Coordinator**

*(Old: 9-1-1- Director of Operations)*

##### **CENCOM Manager**

*(Old: Director-CENCOM)*

##### **CENCOM Training Coordinator**

*(Old: Communications Manager)*

##### **Office Supervisor**

*(Old: Office Manager – grade 10)*

Human Resource Manager Barbara Ludwig reported on the title changes and stated that the changes are basically because of the County Judge's reorganization and that some old positions held the title of Director and with the reorganization he wanted Managers reporting to Directors.

She said that we currently have the title Office Manager for two different levels of jobs and are changing the satellite Office Managers to Office Supervisor, and the Office Manager position, which is a grade 12, will have the responsibility over the satellite offices.

JP Sandlin stated that there were no changes in job responsibility only job title.

JP Sandlin made motion to forward to the April 14, 2009 Committee of Thirteen agenda, seconded by JP Winscott.

Motion passed by unanimous voice vote.

#### **B. Changes in Schedule 4**

##### **Department 01-County Judge**

**Delete Building Maintenance Manager**

**Delete Director of Planning and Development**

**Delete Director of Environmental Services**

**Delete Assistant County Administrator**

##### **Department 06-Collector**

**Delete Deputy Collector V – Delinquent Business**

**Delete Assistant Bookkeeper II**

**Delete Deputy Collector III – Delinquent Business (Bankruptcy)**

**Delete Deputy Collector II – Bankruptcy**

Barbara Ludwig stated that these are the positions that will be deleted from Schedule 4, and the Building Maintenance Manager position will be deleted and will be replaced by a Facilities Maintenance and Construction Manager position.

Collector Gloria Peterson stated that deleting the Deputy Collector V-Delinquent Business, Assistant Bookkeeper II, Deputy Collector III – Delinquent Business (Bankruptcy) and Deputy Collector II – Bankruptcy positions would allow her to create a department that will focus on Business, Bankruptcies, and Specialty Collections. She stated that they hope to collect \$40 million in Business accounts, and have approximately \$450,000 in Delinquent Business accounts carried over from 2007. She said that there is also about \$1 million in Bankruptcy that needs attention. She added that she would like to add the disabled veterans, although there is not a dollar amount since they are exempt, but that there are about 1,000 different parcels of land that are connected to the disabled veterans. She stated that adding one Deputy Collector V- Business, Bankruptcy and Specialty Collections Supervisor (grade 10) and three Deputy Collector III - Business, Bankruptcy and Specialty Collections positions (grade 7) in place of the four positions being deleted will not require additional funding.

Comptroller Richard McComas stated the reorganization under the County Judge will provide for a reduction of \$78,828 in salaries and insurance plans to the county budget. He added that there will be three new Director level positions reporting directly to the County Judge— two Directors of Public Service and Safety (salary range \$51,970 to \$73,377) and one Comptroller/Director of Administration, (no change in range) and that there will be changes to all job titles below Director level from “Director” to “Manager” or “Coordinator”, and that this will eliminate three positions— Assistant County Administrator, Director of Environmental

Services, and the Director of Planning and Development. He said this would also delete the Building Maintenance Manager position and create a Facilities Maintenance and Construction Manager position to allow the hiring of a person skilled in construction estimating and project management. He stated this elevates the position of Fire Marshal to include supervisory responsibilities for Environmental and Planning staff.

Discussion was held on the different positions regarding added responsibilities of the positions and the number of positions being deleted.

JP Allen made motion to forward all changes to Schedule 4 listed in Item "B" to the April 14, 2009 Committee of Thirteen agenda, seconded by JP Sandlin.

Motion passed by unanimous voice vote.

### **C. New Job Descriptions and/or Re-grades**

#### **Chief Deputy (Office of the Sheriff) From Grade 24 to Professional**

Discussion was held on the new Chief Deputy (Office of the Sheriff) job description and re-grade. Sheriff Keith Ferguson stated that Chief Deputy Don Townsend has worked for the Sheriff's office with an accumulation of 35 years experience as of April 15, 2009 and that he is at the end of the pay scale. He stated this adjustment would put Chief Don Townsend in the professional range of \$51,970 - \$73,377 the same category as the Director of Public Service and Safety with a retroactive 2% increase to January 1, 2009. He added that no increase in the general fund budget would be needed.

JP Sandlin made motion to forward to the April 14, 2009 Committee of Thirteen agenda, seconded by JP Winscott.

Motion passed by unanimous voice vote.

#### **Deputy Collector V -- Business, Bankruptcy, and Specialty Collections Supervisor – Grade 10**

#### **Deputy Collector III -- Business, Bankruptcy, and Specialty Collections – Grade 7**

JP Wolf led discussion on the new job descriptions and re-grades for the Deputy Collector V -- Business, Bankruptcy, and Specialty Collections Supervisor, and Deputy Collector III -- Business, Bankruptcy, and Special Collections positions.

JP Sandlin made motion to forward to the April 14, 2009 Committee of Thirteen agenda, seconded by JP Harrison

Motion passed by unanimous voice vote.

#### **Comptroller/Director of Administration**

JP Wolf noted the new job description for the Comptroller/Director of Administration, Richard McComas stated the new job description for Comptroller/Director of Administration required no change in the salary range but added more job responsibilities.

JP Allen questioned why the word "incumbent" was being used in the job description summary instead of the word "position". Discussion was held regarding the usage of "incumbent" in the job description summary and that the committee agreed that the word should be changed.

Barbara Ludwig stated she would change the wording.

JP Sandlin made motion to forward to the April 14, 2009 Committee of 13 agenda seconded by JP Winscott.

Motion passed by unanimous voice vote.

### **Construction Maintenance Manager**

JP Wolf stated that there is no re-grade for the Maintenance Manager position.

JP Winscott made motion to forward to the April 14, 2009 Committee of Thirteen agenda, seconded by JP Allen.

Motion passed by unanimous voice vote.

### **Fire Marshal – Manager of Public Service Operations**

JP Wolf reported that the next position: Fire Marshal – Manager of Public Service Operations will include a new job description with a re-grade from grade 15 to grade 16, and that the new job description will include “supervising” people. Richard McComas stated the re-grade would not make a change in the budget for this year.

JP Winscott made motion to forward to the April 14, 2009 Committee of Thirteen agenda, seconded by JP Harrison.

Motion passes by unanimous voice vote.

### **Director of Public Service and Safety**

JP Wolf reported on the new job descriptions and re-grades for the Manager of Public Service Operations and Director of Public Service and Safety positions and asked if the committee would like to vote on them as one or individually. JP Winscott stated that he would like to discuss them separately, then make the motion at the end of the discussion.

JP Wolf stated the Director of Public Service and Safety position will replace the Assistant County Administrator with two positions, and that the Director of Environmental and Director of Planning and Development positions will be deleted, with a net decrease of one position.

Lengthy discussion was held on the two positions of Director of Public Service and Safety.

The committee discussed the job description, education requirements, and years of experience needed for the positions, and requested the following changes:

- 1) *Summary* -- replace the word “incumbent” with “position”;
- 2) *Essential Duties and Responsibilities* -- add “when instructed to do so” after the phrase “act on behalf of the County Judge in his/her absence”
- 3) *Education and/or Experience* – replace “County operations” with “ public sector affairs”; and
- 4) add a requirement for “a Bachelor’s Degree in Business Management or related field or a minimum of 10-12 years experience directly related to government administration and/or business management”

JP Winscott made motion to forward to the April 14, 2009 Committee of Thirteen agenda, seconded by JP Sandlin. Discussion on the motion and corrections to be made.

JP Wolf stated the corrections will be made as stated and asked the Deputy Clerk to read back the changes. Deputy Clerk Janet Reaves read back the motion with the corrections.  
Motion passed by unanimous voice vote.

### **WAGE ADJUSTMENTS**

Sheriff Ferguson stated that effective April 15, 2009 Captain Hunter Petray will be moved to a professional position and he will be hiring a new caption for the jail. He then explained the wage adjustment for the new jail captain from \$44,662 to \$50,000 to allow for internal market equity. He stated that there would be no increase to the General Fund budget for Dept. 67 because the new captain would still be making less than the incumbent. Discussion on the job positions, requirements and certifications for the professional position and pay range.

JP Winscott made motion to forward to the April 14, 2009 Committee of Thirteen agenda, seconded by JP Harrison.  
Motion passed by unanimous voice vote.

### **OTHER BUSINESS:**

#### **a. 2% Salary range adjustment**

Barbara Ludwig stated this came up in the press and people were concerned that we were giving employees a 4% increase, but what they were talking about was raising the maximum of the salary ranges by 2% so that those that were at the end of their pay range could receive a merit increase. She added that we are looking at a wider range for managers.

#### **b. Travel Policy**

Richard McComas stated that this was on hold for now and that after the storm debris clean up we will be working on creating a travel policy.

#### **c. Insurance for Justices of the Peace**

Barbara Ludwig stated that JPs can buy into the County group insurance policy at \$415 per month for an individual with a \$2,500 deductible. She explained that a wellness test can be taken to lower the deductible and that dental and vision insurance is also available.

Meeting adjourned at 5:30 p.m.