

June 25, 2010

PERSONNEL COMMITTEE REPORT

The Personnel Committee met Thursday June 25, 2010 at 2:00 p.m., in the Quorum Court Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville.

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

Others Present: Human Resources Manager Barbara Ludwig, Treasurer Deanna Ratcliffe, Collector Gloria Peterson, Director of Public Safety Greg Hines, Bridge Foreman James Fulfer

Media: Tabatha Hunter – Benton County Daily Record

JP Wolf called the meeting to order.

NEW BUSINESS

A. Request for a Waiver of Policy for Treasurer's Office

01. Administrative Assistant

Treasurer Deanna Ratcliffe stated that she is requesting a waiver of policy for a salary increase for her Administrative Assistant. She stated that at the state level, the position is called Chief Deputy, and this person must fill the Treasurer's position in her absence. She stated that the Administrative assistant's salary is a grade 16 level. She noted that because of the county's growth our numbers have grown; that the Treasurer's office was responsible for \$889 million in revenues and expenditures and over \$40 million in investments last year. She added that her Administrative Assistant has worked in the Treasurer's office for 11 years and a total of 18 years for the County. She stated that she is requesting that the committee consider a waiver of policy and give her Administrative Assistant a 7% pay increase, for recognition of her years of service and exceptional work. She added that the budget impact for the remainder of the year would be \$1,549, which includes benefits and \$3,368 next year. She added that she is not asking for the maximum range, which would be a 9% increase in salary, and this pay rate would stay within the Grade 16 range.

Lengthy discussion was held concerning the Administrative Assistant's job responsibilities and salary, and the job descriptions of other Administrative Assistants.

JP Winscott and others expressed concern at approving a raise for one individual, and the impact it would have since there is a freeze on all the other county employees.

JP Wolf asked what the Committee's pleasure was, and if there was a motion to forward to the Finance Committee or Committee of Thirteen.

No motion was made.

B. Change to Schedule 4: Tax Collector

- 01. Delete Software Specialist (Professional)*
- 02. Add Software and Research Support Assistant (Grade 9)*

Collector Gloria Peterson stated that the Software Specialist position has been vacated and that she is requesting that the position be deleted. She added that the new position title is “Software and Research Support Assistant”, and has been graded by JESAP at a grade 9. She said that the previous position was at professional grade, so this will result in a savings to her budget of \$10,260. She stated that she was requesting that the Software Specialist (Professional) position be deleted and the new position, Software and Research Support Assistant be added.

Discussion was held on the requirements for the Software and Research Support Assistant position and impact to the Collector’s budget.

JP Winscott made motion to approve and forward the requested Schedule 4 change to the July 6, 2010 Finance Committee agenda, seconded by JP Sandlin

Motion passed by unanimous voice vote.

C. Reorganization Road Department – Bridge Crew

- 01. Delete (1) heavy equipment operator – grade 6 and (2) truck drivers – grade 5*
- 02. Add (1) Bridge Foreman – grade (9) Form Setter/Finisher – grade 6, and (1) Welder/Fabricator – Grade 6*

Bridge Foreman James Fulfer stated that this reorganization is to change titles of the bridge crew. He explained that the reorganization would delete a heavy equipment operator position at a grade 6, and two truck driver positions at a grade 5. He stated that they would add one Bridge Foreman at a grade 9, one Form Setter/Finisher at a grade 6, and one Welder/Fabricator at a grade 6.

JP Wolf stated that the total impact on the 2010 budget would be \$723, with a \$1,882 budget impact for 2011.

James Fulfer stated that when he advertises for a position for the bridge crew, he has to advertise the position as a truck driver position, when what he really needs to advertise for is a form setter, welder, heavy equipment operator, and a bridge foreman. He added that the bridge foreman would have the responsibility of taking care of the bridge department when he was not available.

Director of Public Safety Gregg Hines stated the current skill set requires someone to be a commercial licensed driver, and that skill set does not always coincide with the requirements. He added that with the redefinition, they will be able to advertise the position that was available, and what they would be doing. He added that the county would benefit when advertising for a new workforce in the future.

Some discussion was held on the job requirements and salaries for the new positions.

JP Allen made motion to approve and forward the reorganization of the Road Department to the July 6, 2010 Finance Committee agenda, seconded by JP Sandlin.

Motion passed by unanimous voice vote.

D. Request for Waiver of Policy: Hire-in-rate Road Department NW Crew

01. To exceed the maximum hire-in rate of \$13.57 for the position of heavy equipment operator and replace with the rate of \$14.61 due to the extensive experience of the person being hired. There will be no budget impact.

Greg Hines stated that this waiver is necessary for the extensive experience of this person being hired, and he added that there will be no budget impact.

JP Winscott made motion to approve and forward to the July 6, 2010 Finance Committee agenda, seconded by JP Sandlin

Motion approved by unanimous voice vote.

Old Business

None

Other

Meeting adjourned at 2:40 p.m.