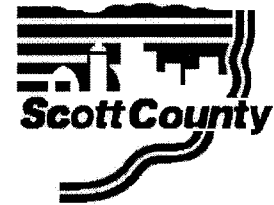


Human Resources Department

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Date: July 8, 2008

To: C. Ray Wierson, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Organizational Change Recommendations - Sheriff's Office and Juvenile Detention Center

Background

The following organizational change requests were submitted outside of the budget process and will be considered per the County's Classification and Compensation policy due to changes in workload. The following positions were reviewed by Human Resources for consideration in changes to the Table of Organization.

- Jail Custodian/Correctional Officer - Sheriff's Office
- Detention Youth Supervisor - Juvenile Detention Center

Discussion

Both of these positions already exist in the organization and have established Hay points. They are being recommended for consideration outside of the budget process due to changes in the work environments and to provide for better efficiencies.

Conclusion / Recommendation

Sheriff's Office

Jail Custodian/Correctional Officer

The Sheriff's Office has incurred staffing challenges since the closing of the Annex. There is no staff available to supervise the laundry duties performed at the Annex by inmates, as all correctional staff are located at the main facility. The Jail has been utilizing Community Restoration Officers to assist in the supervision but this takes them away from their normal duties. The recommendation is to add one FTE at this time, with the understanding that it

would be included in the final FTE recommendation for staffing at the Annex once reopened. The Hay points for this position are 176 which results in a starting salary of \$25,771.

First year cost increases are estimated at \$42,920.13

Juvenile Detention Center

Youth Detention Supervisor

The Juvenile Detention Center has experienced growth issues related to their expansion. They have made significant use of part time (0.2 FTE) staff. However with their expansion and departure of the Director, it is appropriate at this time to review their staffing levels. The request is for the elimination of five (5) part-time 0.2 FTE positions and replace it with one full-time position. This will assist in the increased volume of work and efficiency of operations. The five part-time staff would remain on an on-call list to assist, especially in the interim, when vacancies occur. The Hay points for this position are 215 with a pay range of \$32,434 (minimum), \$38,158 (midpoint), to \$43,882 (maximum)

First year cost increases are estimated at \$13,000 related to the health care coverage chosen.

Proposed Action

The overall first year costs of these proposed changes totals \$55,920.13 as itemized in the attached document.

It is recommended that these changes take effect immediately so recruitment can begin for the positions.

Cc: Sheriff Conard
Casey Smith, Interim JDC Director

Recommended Organizational Changes

Position	Current Hay Pt.	Change in FTE	Additional Salary	Benefits ¹	Total
Jail Custodian/Correctional Officer	176	1.00	\$25,771.00	\$17,149.13	\$42,920.13
<u>Detention Youth Supervisor²</u>	<u>215</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$13,000.00</u>	<u>\$13,000.00</u>
Total		1.00	\$25,771.00	\$30,149.13	\$55,920.13

1. Benefits include IPERS and FICA & Health Insurance valued at \$13,000
2. Eliminates 5 0.2 FTE's and replaces it with 1.00 FTE with benefits