

SCOTT COUNTY PERSONNEL ACTIONS

HR-2
4-28-09

BOARD MEETING: April 30, 2009

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
Emily Elsner Sheriff/Jail	Correction Officer Trainee	\$30,618	04/20/09	Replaces Kirk Graham
Timothy Ells Sheriff	Deputy Sheriff	\$41,850	04/23/09	Replaces Robert Jackson
Eric Roloff Sheriff	Deputy Sheriff	\$41,850	04/24/09	Replaces Mark Digney
Ryan Strom Sheriff	Deputy Sheriff	\$41,850	04/24/09	Replaces Darrin Tanner
James Wilkison Sheriff	Deputy Sheriff	\$41,850	04/24/09	Replaces Chad Cribb
Adam Ohsann Sheriff/Jail	Correction Officer Trainee	\$30,618	05/04/09	Replaces William Hyde

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
None				

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Jessica Eggers Community Services	Case Aide	\$32,843 - \$34,237	Step 2	04/13/09

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Rebecca Wilkison Secondary Roads	Office Leader	\$39,701 - \$41,686 (5.0%)	112.047%	04/02/09

*First or second review following appointment or promotion. Salary adjusted 5% if not above 95% of midpoint & employee receives rating of 3 or better.

BONUS

Employee/Department	Position	Effective Date
Jacqueline Chatman Juvenile Detention	Detention Youth Supervisor	03/19/09
Tim Huey Planning & Development	P&D Director	04/01/09
Matt Hirst Information Technology	Information Technology Director	04/23/09

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Christina Olsen Sheriff/Jail	Cook – P/T	10/20/08	04/07/09	Discharged
Francisco Sierra Sheriff/Jail	Cook	05/27/08	04/21/09	Discharged

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Clerk II Treasurer	Vacant 5/21/09	5/25/09	Judy Bolton	Approve to fill
Cook P/T Sheriff	Vacant 4/7/09	ASAP	Christina Olsen	Approve to fill
Tax Accounting Specialist Treasurer	Vacant 7/6/09	7/7/09	Kathy Rodgers	Approve to fill
Cook Sheriff	Vacant 4/21/09	ASAP	Francisco Sierra	Approve to fill

TUITION REQUESTS

Employee/Department	Position	Course of Study	Course dates(s)
None			

DENNIS CONARD, SHERIFF

Michael K. Brown
Chief Deputy Sheriff



Clifford G. Tebbitt
Jail Administrator

(563)326-8625
(563)326-8689 (FAX)

EMERGENCY 9-1-1
400 West 4th Street
Davenport, Iowa 52801-1104

www.scottcountyiowa.com
sheriff@scottcountyiowa.com

Date: April 21, 2009

To: Dee Bruemmer, County Administrator

From: Sheriff Conard

REF: Request to Fill – 1.0 FTE Cook

The Sheriff's Office intends to fill a vacant position of a 1.0 FTE cook. The position is Hay pointed at 176, with a starting wage of \$25,771. The cost of this position annually is \$29,379 (includes IPERS and FICA).

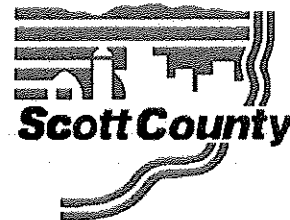
- Over the last 18 months, there has been a 250% increase in preparation area and the cleaning, inspection, training, and supervision of inmate workers.
- Over the last 18 months, there has been a 233% increase in full capacity from 214 to 363, which equates to an average of 34,000 meals prepared per month.
- Over the last 4 months, there has been a 100% increase in inmate workers trained and supervised.
- Quality food service vocational programs to include food safety, sanitation and cooking basics cannot be provided without additional staffing to administer, monitor and mentor.
- There is additional meal preparation, packaging, clean up and supervision for the separately prepared staff menu.
- There has been an increased coverage for vacation leave time, i.e., as cook personnel average 3 weeks of annual vacation accrual.
- Relief factor for leave time, regular days off, and training for cooks and supervisor.
- Filling vacated position allows staffing for programs.
- Filling vacated position allows staffing for increased training, supervision, and direction for an increased number of inmate workers.
- Filling vacated position allows staffing for increased deliveries for the food service department.

BILL FENNELLY
SCOTT COUNTY TREASURER

600 W 4th Street
Davenport, Iowa 52801-1030

www.scottcountyiowa.com
www.iowatreasurers.org

RECD APR 6 2009



MOTOR VEHICLE DIVISION
Scott County Administrative Center (563) 326-8664

PROPERTY TAX DIVISION
Scott County Administrative Center (563) 326-8670

COUNTY GENERAL STORE
2162 West Kimberly Road
Davenport, Iowa 52806
(563) 386-AUTO (2886)

To: Scott County Board of Supervisors

From: Bill Fennelly, Scott County Treasurer 

Date: April 2, 2009

Subject: Justification for replacing Multi-Service Clerk

I am requesting authorization to fill the vacancy of our multi-service clerk position which was left vacant when the incumbent became unable to return to work due to a catastrophic illness.

We currently have 26.5 FTE's excluding the vacant position and Treasurer's position with a total of 477 years of experience earning 4,096 hours or 102 weeks of vacation leave annually. In reviewing our sick leave usage over the last year, staff has utilized 2,493 hours or 73.5 weeks of sick leave. Staff earned 286.4 hours of bonus days or 7 weeks. That results in a total of 182.5 weeks of leave so we currently operate with a shortage of 2.8 FTE's. We pride ourselves on restricting vacation leave to accommodate the anticipated workload and customer service needs. We have also embraced technology upgrades to provide improved record keeping, customer service with a new tax system in 2003, new motor vehicle system in 2005, on line property tax and vehicle registration renewals in 2004, in office credit or debit payments in 2008.

In fact when we experienced a vacancy in April 2007, we did not fill the vacancy immediately and requested the opportunity to operate without that position. After one year operating short 1 FTE, we determined it was detrimental to the operation of our office to serve citizens and requested to fill the vacancy in June 2008.

This position works at the counter helping customers transfer titles, renew vehicle registration receipts, collecting property tax payments, and myriad other clerical duties. In reviewing our customer service statistics over the last year,

In projecting the impact of not filling this position, citizens would experience a reduction in service. In March 2009 we processed 2,439 title transfers and 4,074 vehicle renewals at the eight windows at the Scott County Administrative Center (SCAC) as well as collecting property tax payments, issuing replacement plates, transferring trailers, applying for replacement titles, stuffing envelopes for over 1,200 special assessments and 6,000 registration renewals. The eight windows are not open 100% of the time so as customer volume increased, staff was pulled from other duties (answering the phone, processing renewals by mail, processing taxes from the mail, tax sale redemptions, tax deed applications, placing liens on properties, replacement titles, vehicle transfers from dealers, vehicle lien notations, etc.)

BILL FENNELLY
SCOTT COUNTY TREASURER

600 W 4th Street
Davenport, Iowa 52801-1030

www.scottcountyjowa.com
www.iowatreasurers.org




REC'D APR 18 2009

MOTOR VEHICLE DIVISION
Scott County Administrative Center (563) 326-8664

PROPERTY TAX DIVISION
Scott County Administrative Center (563) 326-8670

COUNTY GENERAL STORE
2162 West Kimberly Road
Davenport, Iowa 52806
(563) 386-AUTO (2886)

To: Scott County Board of Supervisors

From: Bill Fennelly, Scott County Treasurer 

Date: April 10, 2009

Subject: Justification for replacing Tax-Accounting Specialist

I am requesting authorization to fill the vacancy of Tax-Accounting Specialist position which will be left vacant when Kathy Rodger's retires effective July 6, 2009.

This position is critical to fill as it is a supervisory position and manages the various property tax functions and finance areas of the Treasurer's Office. We would expect this position to be filled by someone from this office and would most likely set up a domino effect for possibly four other positions to fill as promotions are made from skilled staff within our department.

As identified last week, we currently have 27 FTE's excluding the vacant position and Treasurer's position with a total of 477 years of experience earning 4,096 hours of vacation leave annually. We pride ourselves on restricting vacation leave to accommodate the anticipated workload and customer service needs. We have also embraced technology upgrades to provide improved record keeping, customer service with a new tax system in 2003, new motor vehicle system in 2005, on line property tax and vehicle registration renewals in 2004, in office credit or debit payments in 2008.

In fact when we experienced a vacancy in April 2007, we did not fill the vacancy immediately and requested the opportunity to operate without that position. After one year operating short 1 FTE, we determined it was detrimental to the operation of our office and requested to fill the vacancy in June 2008.

We are currently operating short one multi-service clerk position that is utilizing Family Medical Leave, but will not be returning. We would request the ability to start the process to fill the Tax-Accounting Specialist position now with the understanding the position would not be filled until July 7, 2009.