

BOARD MEETING: May 14, 2009

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
None				

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Pamela Robertson Sheriff	Bailiff	No change	05/01/09	Replaces Diana Kakert

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Lezly Flynn Community Services	Clerk II – P/T	\$13.39/hr - \$13.89/hr	Step 4	04/29/09
Alex Vallejo Sheriff/Jail	Correction Officer	\$36,462 - \$40,061	Step 5	05/01/09

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Sherry Holzhauser Health	Public Health Nurse – Jail	\$24,364/hr - \$25,095/hr (3.0%)	101.903%	04/12/09
Dave Ong Conservation	Park Manager	\$64,585 - \$67,168 (4.0%)	111.545%	03/16/09
Brenda Schwarz Health	Resource Specialist	\$28,539 - \$29,966 (5.0%)*	89.251%	04/20/09
Diana Bruemmer Administration	County Administrator	\$147,000 - \$151,778 (3.25%)		05/03/09

*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
Jim Bainbridge Information Technology	Programmer Analyst II	04/10/09
Pamela Bennett Sheriff	Office Manager	04/23/09
Wendy Costello Treasurer	Multi-Service Clerk	03/17/09

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Bradley Buss Sheriff	Deputy Sheriff	09/02/08	04/24/09	Discharged
Robert Holiday FSS	Purchasing Specialist	08/02/82	05/08/09	Retirement

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Bailiff – P/T Sheriff	Vacant 5/1/09	ASAP	Pamela Robertson	Approve to fill
Custodial Worker FSS	Vacant 06/09	06/09	Bertha Berry	Approve to fill
Deputy Sheriff Sheriff	Vacant 4/24/09	ASAP	Bradley Buss	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: May 1, 2009

To: Dee Bruemmer, County Administrator

From: Sheriff Conard

REF: Request to Fill – .4 FTE Bailiff

The Sheriff's Office intends to fill a vacant position of a .4 fte bailiff. The position is Hay pointed at 220, with a starting wage of \$15.77 per hour. The cost of this position annually is \$14,959 (includes IPERS and FICA). The following is currently occurring.

This unit has been working short of the allotted manpower numbers since January 7, 2009. Without maintaining the current authorized level of bailiff staff, the current staff level will not be able to provide a safe and secure environment for the public and the County employees and will not meet the mandated requirements to provide security and safety for the courts. Two part-time bailiffs, normally scheduled only 16 hours per week, will be asked to continue to fill in for the other part-time position. These two part-time bailiffs were hired on as part-time and wish to remain part-time.

DENNIS CONARD, SHERIFF

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Date: April 24, 2009

To: Dee Bruemmer, County Administrator

From: Sheriff Conard

REF: Request to Fill – Full Time Deputy Sheriff

The Sheriff's Office has requested the opportunity to fill a vacant position of a full-time Deputy Sheriff. The position is Hay pointed at 329, with a starting wage of \$41,850 in the Deputy Sheriff's Union. The cost of this position annually is \$48,199 (includes IPERS and FICA). The failure to fill this position will have the following affect:

Failure to fill this current vacancy will leave the Patrol Division four deputies short with three deputy sheriffs at the academy. The Sheriff's Patrol Unit has felt the adverse affects of working short of the allotted manpower numbers since September, 2008, causing hours of overtime and comp time to be paid out. Our shifts should be at a staffing level of 7 with 5 officers scheduled every day. Due to our current shortages, we constantly have to backfill those regularly scheduled hours with overtime.

The constant overtime situations place undue burdens on officers and supervisors, which limits our ability to manage our staff and required duties on a daily basis. Filling this position is necessary and important to the operations of the Sheriff's Office and management of the Patrol Division.