

Human Resources Department

600 West Fourth Street
Davenport, Iowa 52801-1030

Office: (563) 326-8767
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www.scottcountyiowa.com



Date: June 15, 2009

To: Dee F. Bruemmer, County Administrator

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

Subject: Treasurer's Office - Organizational Change Recommendation

The Treasurer's Office has been reviewing its staffing levels that will result in a savings of \$44,548. The review was initiated due to the pending retirement of Kathy Rogers, Tax Accounting Specialist and the unfortunate passing of Judith Bolton, Multi-Service Clerk. As you know in April we began recruitment for a Clerk II in anticipation of the a long testing process. We had 592 applications for the position. While going through the testing process the Human Resources Department consulted with the Treasurer's office on reorganizational drafts. The proposal has several pieces:

1. The position of the Motor Vehicle Supervisor will receive and increase in Hay Points in order to be equivalent with the Tax Accounting Specialist. Human Resources has reviewed the job description changes and feel the upgrade is justified. The current Hay points are 298 with a salary scale of \$39,783 (minimum)-\$46,804 (midpoint) - \$53,825 (maximum) and the new scale would be 332 Hay points resulting in a salary scale of \$42,367 (minimum) -\$49,844 (midpoint) - \$57,321 (maximum). This results in an increase cost of \$3,076.
2. There are currently 2 openings in the department. Only one will be filled resulting in the elimination of one Multi-Service Clerk. This results in a savings of \$48,185 in salary and benefits.
3. The job title of Motor Vehicle Accounting Clerk will be changed to Accounting Clerk - Treasurer. This allows for the merging of some job duties of the Motor Vehicle Accounting Clerk and Senior Clerk. Both are Hay pointed at 177. This changes allows the Treasurer's office more flexibility in cross-training and scheduling to accomplish the tasks at hand.
4. Instead of filling one of the positions of a Multi-Service Clerk the position will be upgraded to an Accounting Clerk - Treasurer. The current Hay points are for a Multi-Service Clerk are 151 with a salary scale of \$28,454 to \$35,797 and the scale of the Accounting Clerk -

Treasurer is 177 Hay points resulting in a salary scale of \$29,016 to \$38,106. This results in an increase in costs of \$692.

5. Additionally through attrition the long term plan is to downgrade the Senior Clerk position (177) with a Multi-Service Clerk (151).

I recommend the Board of Supervisors consider and implement the above changes. The overall impact is a savings of \$44,548.

Cc: Bill Fennelly, Treasurer
Barb Vance, Operations Manager
AFSCME

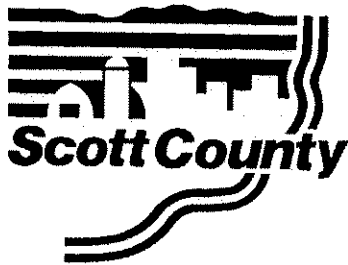
Treasurer's Office Reorg

Position	Current Hay	Proposed Hay	FTE Change	Current Salary	New Salary	Additional Salary	Benefits ¹	Total
MV Supervisor	298	332	0	\$53,825	\$56,516	\$2,691	\$385	\$3,076
Sr. Clerk (replace MSC)	151	177	0	\$28,454	\$29,016	\$562	\$0	\$562
Mult Serv Clerk	151	151	-1	\$28,454	\$0	(\$28,454)	(\$19,732)	(\$48,185.92)
Total			-1					(\$44,548.11)

Notes:

FY10 Salaries

1. Benefits includes IPERS & FICA (Eliminated salary includes Health Benefits for Family plan)



Rev. 06/09

SCOTT COUNTY JOB DESCRIPTION

Class Title: Motor Vehicle Supervisor
Working Title: Same
Department: Treasurer
Hay Points: 332

Job Summary

Provides supervision and coordination of day-to-day operation of all motor vehicle and property tax related duties and projects. Schedules motor vehicle and property tax staff to ensure customer service goals are met. Assists and serves as a resource to staff as needed and monitors performance to meet service requirements. Acts as Operations Manager in her/his absence.

Relationships

Reports to: Treasurer or Operations Manager
Supervises: Multi-Service Clerks
Works with: All levels of County staff, state and local officials.

Physical/Environmental Conditions

Incumbent performs duties primarily in an indoor office environment with extensive computer utilization. May be exposed to angry/rude behavior and stressful conditions due to customer contact.

Major Duties/Performance Measures

1. Provides direct supervision for front-line staff engaged in processing motor vehicle and property tax transactions. Provides direction and serves as a resource to staff in interpreting Code, answering questions regarding regulations and solving problems with transactions.
2. Assigns staff and schedules routine duties and special projects to ensure uniform distribution of workload. Assists in completion of work as necessary. Adjusts the staff schedule and approves leave weekly/daily, as necessary within limits of authority.
3. Assists the Operations and County General Store Managers in implementing the legislative and process changes that affect motor vehicle procedures.
4. Monitors the performance of staff including but not limited to; prepares and provides input into performance appraisals, performs coaching/counseling at verbal level of progressive discipline, participates in hiring and provides input into higher levels of discipline decisions and termination decisions.
5. Participates as a member of the departmental training team. Trains staff when procedural and/or programming changes occur in both the motor vehicle and property tax system. Trains new employees for motor vehicle and property tax customer service duties.
6. Maintains adequate inventory of all motor vehicle, property tax and miscellaneous supplies for operation of department.
7. Maintains confidential file furnished by the Department of Transportation and issues plates and validations to the state.
8. Maintains log of clerical errors and presents for correction to staff after review. Conducts follow-up review of corrections for possible disciplinary action.
9. Coordinates the scanning process for motor vehicle titles and subsequent documents with the Facility and Support Services Department. Ensures proper document management including tracking and storage.
10. Acts as Operations Manager in his/her absence.
11. Performs other duties as needed and/or assigned.

Background Requisites

Education & Work Experience:

Associates degree in business or related field and three (3) years of work experience in governmental finance office or financial institution required. Two years of supervisory experience required. Direct experience in an Iowa County Treasurer's office strongly preferred.

OR

Five (5) years of work experience in governmental finance office or financial institution required. One (1) year of supervisory experience required. Direct experience in an Iowa County Treasurer's office strongly preferred.

Essential Skills:

- Ability to understand and apply motor vehicle code requirements and procedures.
- Ability to utilize effective verbal and written communication skills..
- Ability to perform duties under general supervision.
- Ability to communicate with the public to provide excellent customer service.
- Demonstrated ability to utilize personal computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- Demonstrated ability to exercise independent judgment and make decisions within limits of authority.
- Ability to identify priorities and organize work to ensure tasks are completed accurately and within a timely manner.
- Ability to supervise the work of others and set a positive, professional example.
- Ability to exemplify, by his/her actions, the County's PRIDE philosophy.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

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Date: June 15, 2009

To: Dee F. Bruemmer, County Administrator

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

Subject: Sheriff's Office - Organizational Change Recommendation

The Sheriff's Office has been reviewing its staffing levels that will result in a savings of \$19,771. The review was initiated due to the pending retirement of Dan Dirksen. The Sheriff would like to utilize the management model currently used in the Jail by having one Captain with more oversight and responsibility, along with the 4 Lieutenants. He would then add another Deputy which provides for more direct service to the County residents. The Sheriff has taken this proposal to the Civil Service Commission, who are in agreement. The initial concept was presented to the Hay Committee in January when the Lieutenant's job description was reviewed. The Hay Committee looked at the position descriptions and possible modifications and agreed upon the Hay points that could support those modifications. The proposal has several pieces:

1. The position of the Captain will receive and increase in Hay Points in order to reflect the additional responsibilities over the department. An added benefit is that this creates internal equity between the Sheriff's Captain and Assistant Jail Administrator (Captain). Human Resources has reviewed the job description changes along with the work done by the Hay Committee in January and feel the upgrade is justified. The current Hay points are 519 with a salary scale of \$56,562 (minimum)-\$66,544 (midpoint) -\$76,526 (maximum) and the new scale would be 540 Hay points resulting in a salary scale of \$58,157 (minimum) - \$68,420 (midpoint) -\$78,686 (maximum). This results in an increase cost of \$2,486.
2. Additionally the open Captain position will be eliminated. This results in a savings of \$88,212 in salary.
3. The position of Lieutenant will receive and increase in Hay Points in order to reflect the additional responsibilities within the department. Human Resources has reviewed the job description changes along with the work done by the Hay Committee in January and feel the upgrade is justified. The current Hay points are 464 with a salary scale of \$52,391 (minimum)-\$61,636 (midpoint) -\$70,881 (maximum) and the

new scale would be 505 Hay points resulting in a salary scale of \$55,506 (minimum) - \$65,301 (midpoint) - \$75,096 (maximum). This results in an increase cost of \$16,035.

4. An additional Deputy position will be added to the table of organization. The starting salary for a deputy is \$43,306 which with benefits (excluding health benefits) has an impact of \$49,919.

I recommend the Board of Supervisors consider and implement the above changes. The overall impact is a savings of \$19,771.

Cc: Sheriff Conard
Mike Brown, Chief Deputy

Sheriff's Office Reorg: Lt/Capt/Deputy

Position	Current Hay	Proposed Hay	FTE Change	Current Salary	New Salary	Additional Salary	Benefits ¹	Total
Captain	519	540	0	\$76,526	\$78,683	\$2,157	\$329	\$2,486
Captain	519	540	-1	\$76,526		(\$76,526)	(\$11,686)	(\$88,212)
Lieutenant ²	464	505	0	\$278,220	\$292,131	\$13,911	\$2,124	\$16,035
Deputies	329	329	1	\$43,306	\$43,306	\$43,306	\$6,613	\$49,919
Total			0			(\$17,152)	(\$2,619)	(\$19,771)

Hay Pointed Salaries Scale

	Minimum	Midpoint	Maximum
Captain	\$58,157	\$68,420	\$78,683
Lieutenant	\$55,506	\$65,301	\$75,096

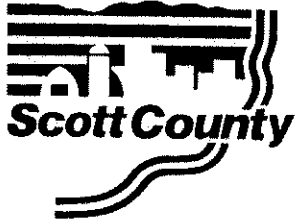
Current Salary Scale

Captain	519	\$56,562	\$66,544	\$76,526
Lt.	464	\$52,391	\$61,636	\$70,881

Notes:

FY10 Salaries

1. Benefits includes IPERS & FICA
2. Combined salary of 4 FTEs



Rev. 12/96

Rev. 11/08

SCOTT COUNTY JOB DESCRIPTION

Class Title: Lieutenant

Working Title: Lieutenant

Department: Sheriff

Hay Point Value:

Job Summary

Provides supervision for assigned patrol shift in an effort to ensure the preservation of the peace and the protection of life and property in Scott County. Provides supervision and direction to assigned Sergeants and/or Deputies. Maintains and enforces Federal, State and local laws. Performs related special assignments to provide operational support for the Patrol Division and Sheriff's Department.

Relationships

Reports to: Captain

Supervises: Sergeant(s) and/or Deputies in assigned Division, Reserve members

Works with: All levels of the Department, other County employees, outside law enforcement agencies and the public.

Physical/Environmental Conditions

Duties are performed in an office environment or while operating a patrol vehicle during any one of three shifts. Incumbent may be exposed to violence/physical hazards associated with apprehension and arrest of suspects and daily duties. Day-to-day operational responsibilities may involve a high degree of mental exertion. Incumbent frequently performs duties under high degrees of stress.

Major Duties/Performance Measures

1. Observes, reports and investigates violations of applicable laws and ordinances to enforce laws, maintain public peace and protect life and property.

2. Prepares assigned shift for daily duties and issues commands/orders at the direction of the Captain/Sheriff on a daily basis. Sets work schedules to maintain operational efficiency of shift. Approves leave time requests in accordance with bargaining agreement and Division guidelines to ensure appropriate staffing to meet operational needs.
3. Reviews daily shift assignments and/or overtime for assigned shift. Justifies and controls overtime, completes and tabulates payroll time sheets and submits to clerical staff for input.
4. Monitors job performance of Sergeants and Deputies and maintains appropriate and accurate documentation. Provides performance feedback and issues corrective action up to a written warning, when necessary. Conducts performance evaluations for Sergeants and provides input and reviews evaluations completed by Sergeants for Deputies.
5. Provides advice, assistance and immediate response to Sergeants and/or Deputies as necessary.
6. Conducts daily shift briefings to exchange information related to departmental objectives and cover administrative topics. May attend command staff meetings as required.
7. Reviews and approves all shift reports on a daily basis. Reviews shift videos on a weekly basis to ensure videos are working properly and being utilized by each Deputy.
8. Handles citizen complaints including but not limited to; interviewing citizens and witnesses, reviewing video tapes, talking with deputies, writing a report, and recommending and implementing discipline, if necessary.
9. Responsible for the development of new general orders and making revisions to current orders.
10. Performs quarterly vehicle inspections for each deputy assigned to shift and uniform and equipment inspections on a bi-annual basis.
11. Attends court proceedings or appears at hearings to assist or give testimony.
12. Participates on internal/external committees or task-forces as necessary or assigned. Serves as a liaison between the Sheriff's Office and the community in an effort to present, coordinate and increase awareness of various community relations/involvement programs.
13. Works with local colleges/universities to place students of criminal justice programs in intern positions within the Sheriff's Department. Coordinates time commitment of staff to maintain programs.
14. Performs duties of Sergeant/Deputy as necessary. Performs special assignments and/or job-related duties as necessary or assigned.

Special Assignments

Emergency Services Team (EST) Commander

1. Serves as team commander providing supervision for all call-out situations.
2. Coordinates and plans all EST activities including operation plans and training.
3. Maintains all equipment and orders new equipment and supplies as needed.

Field Training Officer (F.T.O.)

1. Monitors and records the progress of FTO assignments to ensure adequate and appropriate feedback is offered regarding job duties, policies and procedures.
2. Lieutenants responsible for the review of weekly and monthly progress with new Officers and assigned F.T.O.
3. May Act as a training officer for newly-hired deputies throughout probationary period.

Training Officer

1. Coordinate continued training and education for sworn and civilian Sheriff's department personnel to meet departmental objectives and state-mandated training hours.
2. Maintain accurate records of training for Sheriff's department personnel.
3. Locate and coordinate training resources for all training sessions. Assist in obtaining necessary materials and setting up facilities.
4. Evaluate quality, cost, credibility and effectiveness of all training/educational efforts.

Reserve Liaison Officer

1. Manages the Reserve Program for the Sheriff's Office. Coordinates and monitors training of all reserve members. Assists with scheduling and follow-up of events covered and monitors and tracks required volunteer hours for all reserve members.
2. Serves as liaison between the Sheriff and Reserves and resolves any concerns with either. Investigates complaints and handles discipline issues as directed by the Sheriff.
3. Maintains reserve equipment and orders new equipment and supplies as needed.

Vehicle Maintenance Officer

1. Manages the vehicle fleet of the Sheriff's Office. Arranges for routine maintenance of vehicles, patrol car builds and vehicle tear downs. Ensures personnel arrange for or take vehicles for service on a periodic basis.
2. Researches and makes recommendations for new vehicle equipment as necessary.

3. Maintains a log of vehicles on a quarterly basis including the vehicle year, mileage and the Deputy to whom assigned.

Background Requisites

Education:

High school graduate or GED equivalent required. Successful completion of Iowa Law Enforcement Academy (ILEA) required. College course-work in related field and supervision beneficial. Completion of National Sheriff's Association Leadership classes required.

Work Experience:

Minimum of six (6) years experience as a Deputy Sheriff required. Minimum of two (2) years of experience at the rank of Sergeant/supervisory experience required and successful completion of the Lieutenant exam.

Essential Skills:

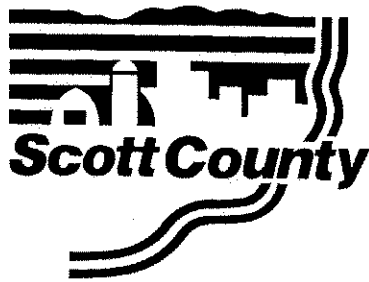
- Must possess a valid driver's license and satisfactory driving record. (Verified)
- Ability to obtain a gun permit, carry, and qualify with department approved weapons.
- Ability to apply knowledge of criminal and civil processes when exercising personal and independent judgment in the performance of duties.
- Knowledge of human relations/behavior when confronting victims, witnesses and/or suspects during performance of duties.
- Possess leadership skills to provide work direction, supervision and/or discipline for assigned personnel within limits of authority.
- Ability to operate equipment including, but not limited to: chemical munitions, baton, typewriter, personal computer equipment, intoxilyzer, radar system, tint meter, photocopier, cameras, explosives, radio system, CPR mask and first aid equipment, rescue equipment.
- Ability to utilize effective oral, written and listening communication skills with a wide range of audiences.
- Ability to coordinate efforts and cooperate with other agencies/jurisdictions.
- Ability to organize job responsibilities to meet shifting priorities.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Self-Development

Attend relevant workshops/seminars/training to enhance performance as assigned, required by state law or upon approved self-referral. Eligible and encouraged to submit application to attend FBI National Academy.

Prepared by: _____ Date _____

Approved by: _____ Date _____



SCOTT COUNTY JOB DESCRIPTION

Class Title: Captain

Working Title: (same)

Department: Sheriff

Hay Point Value:

Job Summary

Supervises and coordinates Patrol and Civil/Criminal Investigation Divisions of the Sheriff's Office. Provides supervision and direction to assigned Lieutenants, Sergeants and/or Deputies to enhance performance of duties. Monitors progress of criminal investigations, service of civil papers and patrol of Scott County to ensure appropriate, timely delivery of public safety services. Performs special assignments to provide operational support for the Sheriff's Office.

Relationships

Reports to: Chief Deputy/Sheriff

Supervises: Lieutenants, Sergeants and/or Deputies

Works with: All levels of the Department, other County employees, outside law enforcement agencies, and the public.

Physical/Environmental Condition

Incumbent primarily performs duties in an office environment but may be performed while operating a patrol vehicle. The nature of the position may necessitate high degrees of physical exertion and violent/hazardous physical contact. Duties performed outdoors may result in exposure to various weather conditions. Incumbent is "on-call" during off-duty hours.

Major Duties/Performance Measures

General Duties:

1. Monitors the performance of assigned personnel to ensure the effective, safe and timely performance of duties. Performs performance evaluations for Lieutenants and provides advice and assistance. Issues corrective action up to and including a written warning without further approval. May recommend higher level of discipline to Sheriff.
2. Reviews duty rosters and shift reports on a daily basis to verify accuracy and submits to Chief Deputy. Reviews Incident Complaint Reports and ensures required reports have been submitted by responding Deputy(s).
3. Investigates and submits written reports of complaints related to the conduct of personnel to the Chief Deputy as necessary. Conducts internal affairs investigations of Officers ranking Lieutenant or above. Supervises internal affairs investigations performed by subordinates.
4. Attends Command Staff meetings on a bi-weekly basis to exchange information with the Sheriff and Command Staff related to current and future workload, investigations, and/or departmental concerns in an effort to coordinate services.
5. Consults with other Divisions within the Sheriff's department and outside law enforcement agencies to exchange information in an effort to coordinate functions to meet special needs and provide assistance as necessary.
6. Communicates all general orders relating to Department and Divisional operations to assigned personnel in a timely and effective manner.
7. Reviews F.T.O. reports on a weekly basis, to ensure new Deputies receive adequate training and supervision. Provides the Sheriff with periodic progress reports for each probationary Deputy.
8. Requisitions forms, supplies and equipment for assigned Division to support operations while maintaining budgetary control of expenditures.
9. Administers Division budget to maintain control of costs. Assists in preparation of Division operating budget. Submits budget requests to Chief Deputy.
10. Participates on internal/external committees or task forces as necessary or assigned. Acts as a Department liaison for community functions as necessary or assigned.
11. Performs other job-related duties as necessary or assigned.

Patrol Division Duties:

1. Supervises and coordinates personnel to provide adequate coverage of assigned patrol areas within Scott County, to maintain the peace and protect life and property.
2. Periodically, reviews reports/records submitted by Sergeant's regarding inspection and maintenance of vehicles to ensure vehicles conform to safety and operational standards.
3. Maintains contact and obtains information from personnel assigned to special task forces on a regular basis and forwards applicable information to appropriate division as necessary. Provides Sheriff with progress report on a regular basis.

Civil/Criminal Investigation Division Duties:

1. Supervises and coordinates personnel to provide adequate coverage for assigned cases to ensure timely and effective investigation of criminal complaints and timely process of civil papers.
2. Monitor the maintenance of accurate arrest warrant information systems. Maintains accurate documentation of program activities and confidential materials for monthly/quarterly/annual internal and external reports.
3. Reviews case submission summaries in preparation for remittance to the County Attorney's Office to ensure information gathered supporting the case is thorough and accurate.

Background Requisites

Education:

High School graduate or GED equivalent required. Successful completion of Iowa Law Enforcement Academy (ILEA) required. College course-work in related field, supervision or administration beneficial. Completion of National Sheriff's Association Leadership classes required.

Work Experience:

Minimum of eight (8) years experience as a Deputy Sheriff required. Minimum of two (2) years experience at the rank of Lieutenant, 4 years of experience in a supervisory capacity and successful completion of the Captain's exam is required. Experience in various Divisions within the Sheriff's Department or varied areas of law enforcement beneficial.

Essential Skills:

- Must possess a valid driver's license with a satisfactory driving record. (Verified.)
- Ability to obtain a gun permit, carry, and qualify with department approved weapons.
- Knowledge of human relations/behavior when confronting victims, witnesses and/or suspects during performance of duties
- Possess leadership skills to provide direction and/or discipline for assigned personnel within limits of authority including coordination of tactical responses.
- Knowledge of civil and criminal process and judicial system.
- Knowledge of and ability to utilize tools and procedures of criminal investigation to identify, collect and analyze evidence.
- Ability to exercise personal and independent judgement within pre-established guidelines when performing duties.
- Ability to operate equipment including, but not limited to: chemical munitions, baton, typewriter, personal computer equipment, intoxilyzer, radar system, tint meter, photocopier, cameras, explosives, radio system, CPR mask and first aid and rescue equipment.
- Ability to utilize effective oral, written and listening communication skills.
- Ability to coordinate efforts and cooperate with other agencies/jurisdictions.
- Ability to organize job responsibilities to meet shifting priorities.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Self-Development

Attend relevant workshops/seminars to enhance performance as assigned, required by state law or upon approved self-referral. Attend relevant training as required by state law. Eligible and encouraged to submit application to attend FBI National Academy.

Prepared by: _____ Date _____

Approved by: _____ Date _____