

SCOTT COUNTY PERSONNEL ACTIONS

HR-9
6-23-09

BOARD MEETING: June 25, 2009

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
None				

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Greg Burnett FSS	Maintenance Specialist	\$29,578 - \$33,842	06/15/09	Replaces Matt Hogan
Susan Lacke-Smith Treasurer	Cashier	\$33,758 - \$35,922	06/22/09	Replaces Ann Wegener

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Gregory Hill Sheriff	Deputy Sheriff	\$41,850 - \$43,742	Step 2	06/09/09
Marc Orcutt Sheriff	Correction Officer	\$42,016 - \$42,598	Step 8	06/17/09
Ricky Conner Sheriff	Jail Custodian/CO	\$28,267 - \$30,950	Step 5	06/19/09

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Andrew Ward Sheriff	Corrections Sergeant	\$48,288 - \$49,012 (1.5%)	101.527%	08/10/08
Sarah Cervantes Sheriff	Public Safety Dispatcher	\$44,939 - \$46,737 (4.0%)	113%	03/06/09
Michelle Conklin Sheriff	Public Safety Dispatcher	\$41,120 - \$42,765 (4.0%)	103.4%	03/07/09
Stefanie Glasgow Sheriff	Corrections Lieutenant	\$60,779 - \$62,883 (3.848%)	115%	03/09/09
Kathy Schwarz Sheriff	Lead Public Safety Dispatcher	\$47,426 - \$48,849 (3.0%)	113.6%	05/02/09
Ashley Huffman Sheriff	Public Safety Dispatcher	\$40,336 - \$41,748 (3.5%)	100.9%	05/04/09
Marilyn McCool Conservation	Cody Homestead Site Coordinator	\$12.08/hr - \$12.683/hr (5.0%)*	93.706%	05/12/09
Joshua Sabin Conservation	Park Ranger	\$35,894 - \$37,689 (5.0%)*	89.25%	06/01/09
Janet Dolan Sheriff	Public Safety Dispatcher	\$38,758 - \$40,115 (3.5%)	97%	06/06/09

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Brianna Huber Health	Child Health Consultant	\$40,372 - \$42,391 (5.0%)*	89.25%	06/08/09
Kari Wells Health	Child Health Consultant	\$40,372 - \$42,391 (5.0%)*	89.25%	06/08/09
JaNan Less Health	Community Health Coordinator	\$60,229 - \$61,434 (2.0%)	110.439%	06/09/09
Mary Thee Human Resources	Assistant County Administrator	\$96,456 - \$99,350 (3.0%)	111.4%	06/18/09

*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
Christine Berge Administration	Administrative Assistant	07/01/09

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Robert Weinberg County Attorney	Attorney II	06/26/95	05/31/09	Deceased
Bertha Berry FSS	Custodial Worker	10/21/91	06/26/09	Retirement

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Attorney II County Attorney	Vacant 6/1/09	ASAP	Robert Weinberg	Approve to fill
Public Health Nurse Health	Vacant 7/31/09	8/3/09	Kathy Andresen	Approve to fill

TUITION REQUESTS

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

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MEMO

June 16, 2009

TO: Mary Thee

RE: Assistant County Attorney vacancy

Dear Mary:

On May 28, 2009 assistant county attorney Robert Weinberg suffered a stroke here at work sadly passing away three days later. He was a vital employee and will be greatly missed. At the time of his death, Bob held the position of Attorney II, supervising Associate Court. Associate Court handles approximately three thousand indictable cases per year and requires numerous court appearances on a daily basis. As an attorney II, Bob not only supervised three other attorneys but he also carried a case load and court schedule equal to those he supervised. At my request, Bob was streamlining the associate court process so that cases are resolved quicker thereby saving resources of our office, the judicial system and law enforcement. Bob had only recently been promoted to Attorney II but was doing a wonderful job with this streamlining process. This sort of initiative requires leadership. Bob's replacement will be expected to continue his supervisory role, caseload and these streamlining efforts.

As you will recall, when I became county attorney I reviewed our office resources and eliminated an assistant county attorney position and a deputy position as well as cutting other expenses. Although some advised against my reducing the office to a bare bones staff I thought it was best to operate as economically as possible. In addition if you look to comparable counties they have more assistant county attorneys than Scott County. For example, Linn County has the county attorney plus twenty assistants whereas I have fourteen for a larger case load (per 2007 salary comparison).

In order to maintain effective criminal prosecutions with no disruption of service to the public or the county it is necessary for me to fill the assistant county attorney position and appoint an attorney II to supervise associate court as a result of the untimely and unfortunate death of Bob Weinberg.

If you have any questions or care to discuss this further, please feel free to give me a call.

Michael J. Walton
Scott County Attorney



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Public Health
Prevent. Promote. Protect.

June 8, 2009

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

From: Lawrence E. Barker, Health Director

Subject: Request to Fill – Full-time Public Health Nurse

The Health Department would like to request the opportunity to recruit for a full-time (1.0 FTE) Public Health Nurse Position which will become vacant on August 1, 2009. The position is benefit eligible. It is Hay pointed at 366, with a starting salary of \$21.613 per hour as a non-represented position. The annual cost of this position is \$51,248.00 (includes IPERS and FICA).

The Public Health Nurse Position that will be vacant is part of our Clinical Service Area. This position has primary responsibility for School Health Consultant services provided within the non-public schools in Scott County. There are 12 non-public schools in Scott County with approximately 2,900 students. Approximately 40% of the position's time is spent assisting the schools with activities such as performing vision and hearing screenings; coordinating school health records; preparing for State of Iowa required immunization and dental audits; assisting with the development of individualized education plans (IEPs) for children with special health needs; as well as meeting the education and training needs of staff through first aid and blood borne pathogen, cardiopulmonary resuscitation, and medication administration training.

The majority (60%) of the time of the Public Health Nurse Position is spent providing services within the Scott County Health Department. The position has served as the team leader for the Immunization Program: giving shots to children; coordinating training of staff on new vaccines and vaccine administration schedules; developing the immunization audit tool for schools as well as coordinating the completion of the audit; scheduling of staff for clinic; and handling vaccine ordering and inventory when needed. This position is also a trained sexually transmitted disease (STD) clinician, working in the STD clinic performing clinical exams as well as serving as a trained intake interviewer or in the Hepatitis A and B vaccine program when needed. In addition, this position provides back-up to the Employee Health Program providing various hearing and health screening services.

The loss of the position would have a large impact on meeting the demands of the Scott County Health Department, as well as meeting the needs of the non-public schools in Scott County. The services of this position need to be provided. An unfilled vacancy would result in existing staff redistributing workloads to meet the internal and external demands created. While these demands are considerable throughout the year, they are most noticeable in the fall when the requests for back to school training and assistance are present at the same time as completion of immunization audits is occurring. This would result in internal clinical services being reduced.