

Human Resources Department

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HR-1
8/18/09

Date: August 11, 2009

To: Dee F. Bruemmer, County Administrator

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

Subject: Attorney's Office - Organizational Change Recommendation

Background

The following organizational change request was submitted outside of the budget process and will be considered per Policy D "Classification and Compensation" due to change in workload, greater efficiency and the Board of Supervisor's set the review of this position as a goal for 2009. The following position was reviewed by the Hay Committee for potential reclassification.

- Fine Collection Coordinator - Attorney's Office

Discussion

The Attorney's office began the program in January 2008. The purpose of the program is to secure payments of delinquent fines here in Scott County. In addition they are able to collect from other counties, since their County Attorneys' Offices do not do collections. The law enables the County Attorney's Office to collect delinquent fines and returns a percentage of some of those fines that are collected. The law permits the reinstate of an individual's driver's license if it is suspended for unpaid fines. The benefit of the Driver's License Reinstatement Program for the community is that individuals are now legally licensed, insured, and registered due to the payment plan with the County Attorney's Office. The benefit for the county is that delinquent, unpaid fines are finally getting satisfied and the county receives a percentage of that money we collect.

The program has been implemented by one of the Assistant County Attorneys. In the last 17 months that the program has operated it has collected \$160,681 from 256 participants. A percentage of the fines go to the State and DOT, which impact their budgets also. The County is permitted to keep 40% of the collections. During FY 08 (only 5 months) the program brought in \$7,615.46. During the entire 12 months FY09 the program brought in \$35,023.72. The aspect of the Board's goal was to review the program and to research hiring an individual who would focus solely on the fine payment collections. In reviewing programs in Black Hawk and Polk County we are confident that a concentrated effort will result in more compliance by individuals paying their fines, more compliance in people becoming properly licensed and insured on the road, and an increase in revenue for the State, DOT and County. I've attached the spreadsheet which demonstrates the collections efforts through the end of the fiscal year.

In developing the program we reviewed the job descriptions from Black Hawk and Polk Counties. Neither county has an attorney performing these functions. We believe it is a more efficient use of time for a staff member other than an attorney to be performing these functions. Additionally that staff member will be dedicated to the collection efforts rather than doing this along with a full attorney's caseload. The Fine Collection Coordinator's job description was approved by the Attorney's Office and presented to the Hay Committee which after review made the following recommendations:

Conclusion / Recommendation

Fine Collection Coordinator

The Fine Collection Coordinator position is responsible for the collection of delinquent fines, facilitating the license reinstatement program and monitoring compliance with the repayment agreement. The recommendation after review of the new position was a Hay point value of 223 which results in a pay range of \$31,678 (minimum) to \$42,203 (maximum). The position will be in the AFSCME unit.

It should be noted that although this position is a newly created, benefit eligible, full-time equivalent position, our past collection experience would indicate that the revenue will offset the costs of the position.

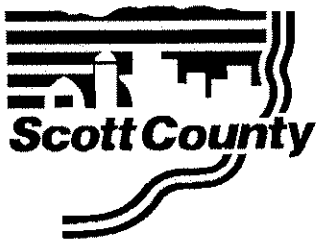
First year cost increases are estimated at \$0 to \$ 9,232

Proposed Action

The overall first year costs of these proposed changes totals \$51,871 as itemized in the attached document. The new job description is also attached for the Board's review and information.

It is recommended that this change take effect immediately so recruitment can begin for the position.

Cc: Mike Walton, County Attorney



SCOTT COUNTY JOB DESCRIPTION

Class Title: Fine Collection Coordinator

Working Title: Same

Department: County Attorney

Hay Point Value:

Job Summary

Under supervision of assistant county attorney, performs work associated with collection of delinquent fines including case research, court attendance, preparation of documents and pleadings, and direct contact with debtor by mail and telephone. Also responsible for facilitating the license reinstatement program expediting the process of returning insured/legal drivers to the road. Screens individuals referred from Judges, Court Offices, the State of Iowa Department of Transportation, the County Treasurer, and community agencies to determine eligibility for the program; prepares documents for repayment of delinquent Court ordered financial obligations and lifting of driver's license suspension; maintains case records/files, monitors compliance with terms of the repayment agreement, and keeps all involved parties apprised of the status of the case.

Relationships

Reports to: Assistant County Attorney

Supervises: Not applicable

Works with: All levels of County Attorney staff, Court officials, law enforcement agencies, Department of Transportation, other government departments/agencies and the public.

Physical/Environmental Conditions

Primarily indoor office work in a busy, high volume office.

Major Duties/Performance Measures

1. Plans, coordinates and monitors the Reinstatement/Fine Collection Program; screens walk ins and phone calls to determine eligibility for the program in accordance with specific criteria by reviewing the application, court records and criminal history; initiates necessary documents/actions for timely filing with the Clerk of Court.

2. Conducts interviews with applicants, gathers/verifies information; prepares/secures a financial agreement for repayment of delinquent Court ordered financial obligations; prepares agreements and instruction letters for applicants; monitors contracts for compliance with terms/conditions; notifies Court of individuals who have failed to comply with the agreement.
3. Coordinates program matters with the Department of Transportation, Treasurer's Office and the Clerk of Court.
4. Attends court weekly to respond to program questions and schedule appointments with offenders referred by the court; attends community meetings to explain program requirements.
5. Monitors changes to laws/regulations relevant to the program and coordinates with the County Attorney to update program policies/procedures.
6. Maintains case records, compiles reports for the court; maintains records of fines/fees collected; maintains a computerized database for case monitoring/management; provides notice to involved parties of status of the cases; prepares reports/correspondence.
7. Performs other duties as needed and/or assigned.

Background Requisites

Education:

Associate's degree in Business, Law Enforcement or related field.

Work Experience:

Minimum of three (3) years administrative/clerical experience. Previous customer service and basic bookkeeping experience required. Experience with debt collection and knowledge of legal terminology and the criminal justice system preferred.

Essential Skills:

- Ability to deal effectively and tactfully with individuals from diverse cultures, all levels of staff, Clerk of Court, Court Administrator, Attorneys, law enforcement agencies and the public.
- Knowledge of the Code of Iowa and Department of Transportation rules, regulations, and procedures for revocation of driver's licenses for traffic violations and unpaid fines/fees.
- Must possess effective communication skills, including written, verbal and listening.
- Must possess the ability to maintain composure/exercise sound judgment under stressful circumstances.
- Capacity to independently organize and prioritize workload under limited supervision.

- Ability to operate general office equipment including multi-line phone, personal computer, scanner and photocopier.
- Ability to perform basic mathematical tasks.
- Ability to effectively utilize word-processing and spreadsheet systems.
- Working knowledge of legal procedures and the court system.
- Ability to accurately collect, evaluate, verify and record information necessary for determination of program eligibility.
- Ability to exemplify, by his/her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements

Incumbent performs majority of duties utilizing keyboard and personal computer. Incumbent performs majority of duties while seated.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Attorney's Office - Fine Collection Coordinator

Position	Current Hay	Proposed Hay	FTE Change	Current Salary	New Salary	Additional Salary	Benefits ¹	Total
Fine Collection Coordinat	0	223	1	\$0	\$31,678	\$31,678	\$20,193	\$51,871
FY09 Collections/Revenue								\$42,639
Total²			1					\$9,232

Notes:

1. Benefits includes IPERS, FICA & Health Benefits for Family plan
2. With concentrated effort on collections it is anticipated the individual can collect revenue to cover these costs.

Delinquent Fine Collection Program

	40% To Scott	40% From Out of County	60% To State	DOT Fees	"All" Monthly Total
FY08(Feb-June) Total	\$7,496.46	\$119.00	\$11,423.19	\$15,171.07	\$34,209.72
FY09					
Jul-08	\$3,983.72	\$0.00	\$5,975.58	\$4,100.00	\$14,059.30
Aug-08	\$2,187.72	\$138.18	\$3,488.85	\$5,102.00	\$10,916.75
Sep-08	\$2,615.55	\$30.00	\$3,968.33	\$5,145.00	\$11,758.88
Oct-08	\$3,256.29	\$82.00	\$5,007.44	\$3,670.00	\$12,015.73
Nov-08	\$2,528.09	\$61.92	\$3,885.02	\$2,200.00	\$8,675.03
Dec-08	\$3,769.31	\$360.50	\$6,194.72	\$3,380.00	\$13,704.53
Jan-09	\$3,043.77	\$400.65	\$5,166.63	\$3,540.00	\$12,151.05
Feb-09	\$3,050.62	\$238.72	\$4,934.01	\$2,655.00	\$10,878.35
Mar-09	\$2,953.29	\$6.00	\$4,438.94	\$3,060.00	\$10,458.23
Apr-08	\$2,154.81	\$74.00	\$3,343.22	\$1,980.00	\$7,552.03
May-09	\$1,949.66	\$12.00	\$2,942.49	\$1,195.00	\$6,099.15
Jun-09	\$2,126.92	\$0.00	\$3,190.38	\$2,885.00	\$8,202.30
FY09 Total	\$33,619.75	\$1,403.97	\$52,535.58	\$38,912.00	\$126,471.30
FY08, 09 Total	\$41,116.21	\$1,522.97	\$63,958.77	\$54,083.07	\$160,681.02
	Grand Total To Attorney	\$42,639.18	Grand Total Elsewhere	\$118,041.84	\$160,681.02

**Currently collecting from 17 counties

***Currently collecting from 256 participants

***Keep in mind there are things we don't get a % of. Therefore, the amounts we collect are actually higher than reported above

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

August 20, 2009

APPROVING ORGANIZATIONAL CHANGES IN THE ATTORNEY'S OFFICE BY
CREATING THE POSITION OF FINE COLLECTION COORDINATOR AND
ESTABLISHING THE HAY POINTS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the Hay points for the Fine Collection Coordinator position in the Attorney's Office be set at 223 resulting in a salary scale of \$31,678 (minimum); \$42,203 (maximum).

Section 2. That the table of organization for the Attorney's Office be increased by 1 FTE to allow for the position of Fine Payment Coordinator.

Section 3. This resolution shall take effect immediately.

