

SCOTT COUNTY PERSONNEL ACTIONS

HR-3
9-1-09

BOARD MEETING: September 3, 2009

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
Michael Gealy FSS	Custodial Worker P/T	\$12.48/hr	08/24/09	Replaces Bernard Schloemer
Melissa Connell Treasurer	Clerk II	\$26,582	08/31/09	Replaces Helen McCormick

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
Regina Wolfe Sheriff/Jail	Correction Officer	\$37,648 - \$41,371	Step 5	08/21/09
Peter Bawden Sheriff	Deputy Sheriff	\$49,421 - \$51,667	Step 5	08/29/09
William Wulf FSS	Custodial Worker P/T	\$15.13/hr - \$15.57/hr	Step 7	08/30/09

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Harlee Miller Juvenile Detention	Detention Youth Supervisor	\$39,857 - \$41,053 (3.0%)	104.201%	06/08/09
Maceo Jackson Sheriff/Jail	Corrections Sergeant	\$48,552 - \$49,766 (2.5%)	99.844%	06/29/09
Susi Meier Sheriff/Jail	Corrections Sergeant	\$48,522 - \$50,009 (3.0%)	100.331%	06/29/09
Barb Walton Juvenile Detention	Shift Supervisor	\$50,636 - \$52,915 (4.5%)	107.9%	07/25/09
Ann Jepson Health	Public Health Nurse	\$53,608 - \$56,019 (4.5%)	105.922%	08/02/09
Jeff Douglas Juvenile Detention	Detention Youth Supervisor	\$38,384 - \$39,727 (3.5%)	100.835%	08/04/09
Jack Hoskins Health	Environmental Health Specialist	\$56,411 - \$56,975 (1.0%)	109.77%	08/07/09
Jeremiah Kaiser Juvenile Detention	Juvenile Detention Center Director	\$60,512 - \$63,538 (5.0%)*	89.251%	08/16/09
Cheryl Sexton Human Resources	Benefits Coordinator	\$37,844 - \$39,169 (3.5%)	103.403%	08/29/09

*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
Carolyn Minter County Attorney	Administrative Ass't -- Juvenile Ct.	04/22/09
Mike Blaesi Sheriff	Sergeant	06/23/09
Rhonda Oostenryk Risk Management	Risk Manager	07/27/09
Bill Costello Sheriff/Jail	Corrections Sergeant	08/02/09
John Rushton Community Services	Mental Health Coordinator	08/08/09
Mary Hancock Treasurer	Multi-service Clerk	08/12/09

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Dessie Hines Sheriff/Jail	Correction Officer	09/11/98	07/23/09	Involuntary resignation
Ramona Tate Sheriff/Jail	Correction Officer	05/14/93	08/24/09	Involuntary resignation
Clyde Durrah Community Services	Case Adie	02/18/85	08/28/09	Resignation

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Maintenance Electronic Systems Tech FSS	New	ASAP	None	Approve to fill

TUITION REQUESTS

Employee/Department	Position	Course of Study	Course dates(s)
Alma Bakoylis County Attorney	Clerk II	Dependence of Man on the Environment Ashford University	08/25/09 - 09/28/09

Facility and Support Services

600 West 4th Street
Davenport, Iowa 52801-1003
fss@scottcountyjowa.com
(563) 326-8738 Voice (563) 328-3245 Fax



August 25, 2009

To: Mary Thee
Assistant County Administrator /
Human Resources Director

From: Dave Donovan, Director
Facility and Support Services

Subj: Maintenance Worker vacancy

As you are aware, there is a current vacancy in one of our Maintenance Worker positions in Facility and Support Services. This vacancy is due to the recent promotion of Greg Burnett into our vacant maintenance Specialist position. We have been discussing this vacancy as it relates to our current workload and also looking ahead to our workload when the new Scott Emergency Communication Center opens the end of next calendar year.

When SECC opens, we had anticipated adding one staff position to allow us to properly maintain the additional square footage. I anticipate that additional position would be funded via SECC but organizationally be part of the current Facility and Support Services Department, similar to our other maintenance positions. We anticipate that this position would be one of our higher skilled positions (Maintenance Electronic Systems Technician) due to the technology involved at SECC and the continuing increase in technologies in other county facilities. Since the SECC project and the systems involved are highly technical, we see an advantage to hiring the Maintenance Electronic Systems Technician position now to allow that person to become familiar with the project, the building and the technology systems during construction. We request to fill a Maintenance Electronics Systems Technician position now, in lieu of the current vacant Maintenance Worker position. We would then plan to fill the lower hay point Maintenance Worker position next fiscal year. The cost difference for the positions for the remainder of the fiscal year is approximately \$4500. That amount (and more) has already been saved in having one maintenance position vacant through the first three months of this fiscal year and the last 2 months of the prior year.

The starting annual salary for the Maintenance System Technician is \$34,944 as opposed to the starting salary for the Maintenance Worker at \$29,536. Each maintenance position in our department handles between 500 and 750 work tickets each year. The loss of a position or a prolonged delay in filling a position would result in a growing backlog of work. That backlog would quickly begin to affect our ability to properly maintain our capital investments which, in turn, would result in shorter life-cycles and significantly increased capital expenditures in the future. These staff members tackle a wide variety of maintenance and repair assignments and are relied upon to work somewhat independently to use their skills, knowledge and experience to solve problems that arise on a daily basis. The systems and issues that are typically assigned to one of our maintenance positions include:

- Performing preventive maintenance tasks on HVAC, electrical and building equipment;

- Working with fire alarms, status enunciator panels, CCTV systems, Jail security systems, building automation systems, panic alarms and other electronic systems;
- Measuring, calibrating and verifying the proper operation of heating and air conditioning equipment in all buildings;
- Repairing and installing locks, door hardware and cylinders including pinning locks and cutting keys;
- Installing and repairing electrical equipment;
- Receiving shipments, maintaining inventories, filling orders and operating fork lifts in support of our warehousing functions;
- Working as part of one of our snow removal team including plowing and operating other power equipment;
- Performing small capital projects.

These are only a small sampling of the type of work performed by all of our maintenance positions. The requested Maintenance Electronic Systems Technicians are expected to be our in-house "experts" on the numerous complex digital and electronic systems found in modern buildings, the Jail, the Juvenile Detention Center and the new SECC building.

Not filling this position (with either classification) would be a significant obstacle for our Maintenance team. It would be a 17% reduction in our overall hourly maintenance team. We would see a backlog of work begin to develop and, eventually be faced with either contracting more work or deferring tasks. Either outcome would be more costly for our department – either higher costs for contractors or higher capital costs resulting from not properly maintaining our capital assets. I recommend that the Board approve this position for recruitment.

Cc: Tammy Speidel
Mark Kendall