

## SCOTT COUNTY PERSONNEL ACTIONS

HR-2  
10-27-09

BOARD MEETING: October 29, 2009

**NEW HIRES**

| Employee/Department | Position | Salary | Effective Date | Remarks |
|---------------------|----------|--------|----------------|---------|
| None                |          |        |                |         |

**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 |
|--------------------------------------|-------------------|---------------------|-----------|----------------|
| Jessica Eggers<br>Community Services | Case Aide         | \$35,339 - \$36,816 | Step 3    | 10/13/09       |
| Christopher Hagedorn<br>Sheriff/Jail | Jail Custodian/CO | \$31,970 - \$32,802 | Step 6    | 10/24/09       |

**MERIT INCREASES**

| Employee/Department          | Position                    | Salary Change                  | % of Midpoint | Effective Date |
|------------------------------|-----------------------------|--------------------------------|---------------|----------------|
| William Hyde<br>Sheriff/Jail | Corrections<br>Sergeant     | \$42,367 - \$44,485<br>(5.0%)* | 89.248%       | 08/20/09       |
| Sunny Blaesi<br>Sheriff      | Public Safety<br>Dispatcher | \$42,307 - \$43,999<br>(4.0%)  | 102.8%        | 09/09/09       |
| Brenda Schwarz<br>Health     | Resource Specialist         | \$30,940 - \$32,487<br>(5.0%)* | 93.714%       | 10/20/09       |

\*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 |
|--------------------------------------|------------------------------------|----------------|
| Claude Heidgerken<br>Secondary Roads | Crew Leader                        | 07/06/09       |
| Patrick Moore<br>Secondary Roads     | Truck Driver/Laborer               | 07/11/09       |
| Patricia Kristin<br>Treasurer        | Multi-service Clerk                | 09/26/09       |
| Tammy Loussaert<br>Health            | Environmental<br>Health Specialist | 10/1/09        |
| Linda Garcia<br>Sheriff/Jail         | Correction Officer                 | 10/7/09        |
| Mark Kendall<br>FSS                  | Maintenance<br>Coordinator         | 10/21/09       |

**SEPARATIONS**

| Employee/Department | Position | Hire Date | Separation Date | Reason for Separation |
|---------------------|----------|-----------|-----------------|-----------------------|
| None                |          |           |                 |                       |

**REQUEST TO FILL VACANCIES**

| Position/Department           | Position Status | Starting Date | Previous Incumbent | Recommendation  |
|-------------------------------|-----------------|---------------|--------------------|-----------------|
| Clerk II<br>Recorder          | Vacant 9/24/09  | ASAP          | Lucia Eline        | Approve to fill |
| Payroll Specialist<br>Auditor | Vacant 11/13/09 | ASAP          | Stephanie White    | Approve to fill |

**TUITION REQUESTS**

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

**OFFICE OF THE COUNTY RECORDER**

600 West Fourth St  
Davenport, Iowa 52801-1003

(563) 326-8621

recorder@scottcountyiowa.com



RITA A. VARGAS, MPA  
Recorder

SUE BREWER  
Operations Manager

SHERLYN HUBER  
Deputy Recorder

October 16, 2009

TO: Jim Hancock, Chairman  
Scott County Board of Supervisors

FROM: Rita A. Vargas  
Scott County Recorder

RE: Justification for filling Clerk II position

This request is to fill a Clerk II position in the Vital Records area that was vacated on September 24, 2009.

JUSTIFICATION FOR FILLING POSITION: (Clerk II)

Without this clerk the office would not have the capability or manpower to efficiently provide the following services required by the Recorder's office.

Issue 15,000 to 16,000 certified copies from vital records and process and issue 1200 to 1300 marriage licenses each year.

Assist the Vital Records Specialist with monthly reports of fees collected as required by the Iowa Department of Public Health

Accept 1100 passport applications

Process approximately 20,000 boats, snowmobiles and ATV registrations and titles

IMPACT OF NOT FILLING THIS POSITION:

If this position is not filled, we would not have the manpower to provide the following services on a daily basis:

Process the real estate documents

Register birth and death certificates or issued certified copies of these records.

Register, title or place liens on boats, snowmobiles and ATV's.

Issue hunting and fishing license to the public

We could not operate at 100% capacity during vacation, sick or personal holidays.

**ROXANNA MORITZ**  
**AUDITOR & COMMISSIONER OF ELECTIONS**  
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Date: October 15, 2009

To: Dee F. Bruemmer, County Administrator

From: Roxanna Moritz/Scott County Auditor

Subject: Request to Fill - Payroll Specialist

The Auditor's Office has requested the opportunity to fill an upcoming vacancy for the position of a Payroll Specialist. The vacancy is due to a pending retirement. This non-rep position is Hay pointed at 252, with a starting wage of \$36,298. The cost of this position annually is \$41,489 (includes IPERS and FICA).

The intent of the Auditor is to have the person filling this position also work in the elections department as needed. Appropriate cross training would occur, if necessary. This move should help reduce the need for temp workers and overtime costs in high turnout elections.

The Auditor reviewed how Linn, Blackhawk and Johnson counties, and the City of Davenport cover their payroll. All of these counties have two full time positions handling payroll, as does the City of Davenport.

Failure to fill this position will leave the Auditor's Office short one of two previously approved payroll specialists. Prior review of this position showed that it was necessary at a full time level to insure continuity of operations, processing of work in a timely way, and to act as a counter to possible fraud.

Not filling this position will subject the county to additional risk in fulfilling the county's obligation to correctly and timely pay earned wages to employees, to pay taxes withheld by the county and to make other payments withheld by the county from employee earnings. Failure to make correct and timely payment of withholding taxes could subject the county to sanctions from the IRS and the Iowa Department of Revenue.