

SCOTT COUNTY PERSONNEL ACTIONS

HR-3
11-24-09

BOARD MEETING: November 24, 2009

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
None				

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Alma Bakoylis County Attorney	Fine Collection Coordinator	\$34,778 - \$37,045	11/16/09	Fills new position
Wendy Kraft Recorder	Clerk II	\$41,409 - \$34,861	11/23/09	Replaces Lucia Eline

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Dawn Crecelius Sheriff/Jail	Correction Officer	\$41,371 - \$42,432	Step 6	11/14/09
Daniel Mora FSS	Custodial Worker	\$27,851 - \$28,891	Step 4	11/19/09
Danise Lenz Sheriff/Jail	Correction Officer	\$37,648 - \$41,371	Step 5	11/20/09
Shayne Larson Sheriff/Jail	Correction Officer	\$41,371 - \$42,432	Step 6	11/21/09

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Amy Cannady Health	Community Health Consultant	\$50,588 - \$52,610 (4.0%)	101.36%	10/31/09
Seema Antony Health	Jail Inmate Health Nurse	\$47,202 - \$49,562 (5.0%)*	93.713%	11/3/09
Matthew Willis Conservation	Park Maintenance Worker	\$38,337 - \$39,679 (3.5%)	107.54%	11/2/09

*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
Matt Youngers Conservation	Park Maintenance Worker	09/22/09
Karen Payne Health	Environmental Health Specialist	10/13/09

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Marcus Mason Juvenile Detention	Detention Youth Supervisor P/T	12/16/08	11/2/09	Voluntary resignation

REQUEST TO FILL VACANCIES

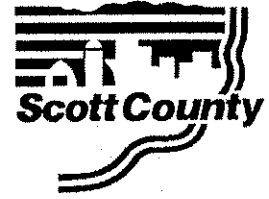
Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Senior Clerk FSS	Vacant 9/14/09	ASAP	Barb Schloemer	Approve to fill

TUITION REQUESTS

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

Facility and Support Services

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November 16, 2009

To: Mary Thee
Assistant County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Request to fill – Senior Clerk

Over the past several weeks we have been analyzing our vacant Senior Clerk position. As you know, Barb Schloemer was the successful candidate for the previously vacant Purchasing Specialist position, which in turn left her Senior Clerk position vacant.

We earnestly looked at this position, as did your staff, to see if there were any potential savings to be realized through modifying the vacancy. As you know, this position provides reception services for the entire sixth floor administrative area, greeting visitors, giving directions, answering questions, etc. The position also is the central answering point for the County main telephone number. Over the years, the volume of calls has diminished somewhat thanks primarily to better technology. However, a steady stream of telephone calls still is directed to the proper office and more questions answered over the telephone by this position. We have looked at automated menu systems, but we find them cold, impersonal and, in general, a negative customer service experience. Although many County departments utilize telephone menus to automatically route calls, I feel that having a live person at the main telephone number is good customer service and can be very comforting to our constituency that may be unsure of how to interact with government (which department or office provides which services, where they are located, etc.).

The hours for the position coincide with our office hours. As a result, we did not find any feasible means for reducing the number of hours for the position. The use of any other position to cover the reception function would detract from that other position's ability to complete their required work. Having a consistent, full-time presence at that window presents a level of professionalism and skill not achievable with other options. This position is the first point of contact for the Board of Supervisors, the County Administrator and the Human Resources Department. As such, a patchwork of coverage at that position is not desirable in my opinion.

The duties outlined in the job description match well with other similar positions throughout the County organization. Typically, Senior Clerk positions are required to complete financial tasks including the reconciliation for purchasing cards, payroll and accounts payable. Such is the case for this position as well. We could consider downgrading

the position to a Clerk III level, however, the annual cost savings (\$1000-1400) would be very marginal and the level of accountability seems to match better with the Senior Clerk level.

After much contemplation, I request that you recommend filling this position in its current capacity to the Board of Supervisors at the next regularly scheduled Board meeting. I will attend that meeting to discuss this request further and to answer any questions the Board may have.