

SCOTT COUNTY PERSONNEL ACTIONS

HR-1
12-8-09

BOARD MEETING: December 10, 2009

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
None				

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
LaDonna McCollom Auditor	Payroll Specialist	\$38,189 - \$40,098	12/7/09	Replaces Stephanie White

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Nora Dietz Sheriff/Jail	Correction Officer	\$37,648 - \$41,371	Step 5	11/27/09
Ashley Howard Sheriff	Correction Officer	\$37,648 - \$41,371	Step 5	11/27/09
Denise Spies Treasurer	Multi-service Clerk	\$29,515 - \$30,618	Step 4	11/27/09

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Peter Kurylo Auditor	GIS Parcel Maintenance Tech	\$46,227 - \$47,845 (3.5%)	108.418%	09/10/09
Mike Becker Sheriff	Public Safety Dispatch Supervisor	\$46,985 - \$48,160 (2.5%)	102.501%	05/19/09
David Bonde Juvenile Detention	Detention Youth Supervisor	\$38,214 - \$39,551 (3.5%)	100.388%	11/1/09
Neika Harms Juvenile Detention	Detention Youth Supervisor	\$39,741 - \$41,331 (4.0%)	104.906%	11/18/09
Mike Becker Sheriff	Public Safety Dispatch Supervisor	\$48,160 - \$49,846 (3.5%)	106.089%	11/19/09

*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
Ann Wegener Treasurer	Tax Accounting Specialist	06/30/09
Tamara Mitchell Sheriff/Jail	Correction Officer	09/27/09
Mary Cormier Auditor	Payroll Specialist	10/23/09

BONUS (continued)

Employee/Department	Position	Effective Date
Larry Barker Health	Health Director	11/15/09

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
Official Records Clerk -P/T Auditor	Vacant 11/20/09	ASAP	Wendy Kraft	Approve to fill

TUITION REQUESTS

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

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Date: November 30, 2009

To: Jim Hancock, Chairman of the Scott County Board of Supervisors

From: Roxanna Moritz, Scott County Auditor

RE: Request to Fill Position – Official Records Clerk

The Auditor's Office requests the opportunity to fill an existing vacancy for the position of Official Records Clerk. The vacancy is due to the incumbent accepting employment in another county office. This non-rep position is a 0.9 FTE, scored at 177 Hay Points, with a starting wage of \$30,607. The annual cost of this position is \$34,984 (including IPERS and FICA).

Justification for Filling Position:

The Auditor's Office is legally obligated to provide clerical services to the Board of Supervisors. This position acts as my appointee for recording the minutes of the Board, maintaining the records of the Board, and publishing all required Board actions, thereby fulfilling this legal obligation. The change in personnel provides the opportunity to upgrade document processing and storage.

Our current system of records keeping is antiquated because it does not provide a searchable database from which individual documents can be retrieved. I plan to use this employment opportunity to improve our records keeping by utilizing available technology for searching Board records and retrieving documents more efficiently. Therefore, the person who fills this position will need to be familiar with electronic records systems and proficient in electronically recording and retrieving documents.

Further, the person filling this position will work in the elections department during election season. During the 2008 general election this position processed more than 10,000 mail-in and over-the-counter absentee ballots. The position also schedules absentee board teams for processing absentee voting by residents of nursing homes and other health care facilities, and scheduling many other election activities.

Finally, the position acts as the administrative assistant to the Auditor. In this capacity the person filling this position would type correspondence, maintain records of correspondence, process all licenses, maintain a system for filing contracts and other certified documents, process payroll and accounts payable, provide office reception and perform a variety of related functions.

Impact of Not Filling This Position:

This position is critical to meeting the legal obligations of the Auditor's Office for taking the minutes and maintaining the records of the Board of Supervisors, and for insuring proper publication of Board actions. The position is also vital for processing absentee ballots within the legal requirement of twenty-four hours of receiving absentee ballot requests.

While the other functions of the position are not legally required, they remain very important for the functioning of the Auditor's Office.

