

SCOTT COUNTY PERSONNEL ACTIONS

HR-3
01-05-10

BOARD MEETING: January 7, 2010

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
Jennifer Soppe Sheriff	Public Safety Dispatcher	\$36,386	12/22/09	Replaces Amanda Colclasure
Kurt Ossmann Auditor	Official Records Clerk P/T	\$30,607	12/29/09	Replaces Wendy Kraft
Melisa Zaehringer Attorney	Attorney I	\$59,500	01/25/10	Replaces Julie Walton

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
Yvonne Bright Sheriff/Jail	Correction Officer	\$35,984 - \$37,648	Step 4	12/20/09
Chad Cribb Sheriff	Sergeant	\$60,112 - \$61,984	Step 2	01/02/10

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Robert Cusack Attorney	Attorney II	\$74,426 - \$76,659 (3.0%)	102.5%	07/01/09
Joshua Sabin Conservation	Park Ranger	\$38,913 - \$40,859 (5.0%)*	93.713%	12/1/09
Brianna Huber Health	Child Health Consultant	\$43,769 - \$45,957 (5.0%)*	93.711%	12/8/09
Lenore Alonso Health	Resource Specialist	\$34,464 - \$35,498 (3.0%)	102.4%	12/19/09
Robert Bradfield Attorney	Attorney II	\$67,295 - \$70,660 (5.0%)*	94.503%	01/01/10
Kimberly Shepherd Attorney	Attorney I	\$66,663 - \$67,996 (2.0%)	110.319%	01/02/10
Diana Bruemmer Administration	County Administrator	\$156,711 - \$159,845 (2.0%)		01/04/10

*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
Jayne Ruckoldt Sheriff	Deputy Sheriff	12/3/09
Gerda Lane Attorney	Attorney II	01/5/10
Rita Harkins Attorney	Case Expeditor	01/12/10

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Joyce Barton Sheriff	Corrections Sergeant	9/2/03	12/15/09	Discharged

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Senior Elections Clerk Auditor	Vacant 12/7/09	ASAP	LaDonna McCollom	Approve to fill
Corrections Sergeant Sheriff	Vacant 12/15/09	ASAP	Joyce Barton	Approve to fill

TUITION REQUESTS

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

ROXANNA MORITZ
AUDITOR & COMMISSIONER OF ELECTIONS
600 W. 4TH Street
Davenport, Iowa 52801
Ph: (563) 326-8631 Fax: (563) 326-8601
Cell: (563) 370-3915
www.scottcountyiowa.com



Date: December 15, 2009
To: Jim Hancock, Chairman of the Scott County Board of Supervisors
From: Roxanna Moritz, Scott County Auditor
RE: Request to Fill Position – Senior Elections Clerk

The Auditor's Office requests the opportunity to fill an existing vacancy for the position of Senior Elections Clerk. The vacancy is due to the incumbent accepting employment in Payroll Department of the Auditor's Office. This represented position is scored at 191 Hay Points, with a starting annual wage of \$29,598.40. The annual cost of this position is \$33,135.41 (including IPERS and FICA).

Justification for Filling Position:

The Auditor's Office is legally obligated to conduct all elections within Scott County and maintain the registration status of all voters in Scott County. This position is critical to meeting these legal obligations. The major duties of this position are to help maintain changes in voter records as reported by the voters themselves and from a variety of outside agencies; recruit and train a sufficient number of precinct election officials to insure the conduct of elections; analyze voter information to insure that individual voters are assigned to appropriate precincts and districts; assist in all aspects of the conduct of elections including absentee balloting, training and directing temporary workers and answering voter and candidate queries.

The Auditor's Office currently maintains approximately 118,000 voter records and recruits and trains approximately 400 precinct election officials annually. In the 2008 general election we processed more than 40,000 absentee ballot requests, including approximately 10,000 mail ballots. In 2009 we conducted five elections. We anticipate a significant turnout of voters in the 2010 general election due to vigorously contested elections for Governor of Iowa and US Senator.

Impact of Not Filling This Position:

The work assigned to this position is vital to the conduct of elections, and elections could not be effectively carried out without filling this position. Results of not filling this position will be longer lines on election day as precinct election officials will not be properly trained on how to conduct elections; possible closure of poll sites if not enough precinct election officials are available; untimely processing of absentee ballots (i.e. not processing ballot requests within 24 hours of receipt, failure to properly update voter records with absentee ballot history); and other negative consequences.

Further, this position helps to maintain the proper assignment of voters by precinct, including the redistricting of voters based on the decennial census. Redistricting of voters will occur in 2011 based on the 2010 Census. Therefore it is critical that the person filling this position have significant experience in voter assignment prior to beginning this process.

DENNIS CONARD, SHERIFF

Michael K. Brown
Chief Deputy Sheriff



Clifford G. Tebbitt
Jail Administrator

(563)326-8625
(563)326-8689 (FAX)

EMERGENCY 9-1-1
400 West 4th Street
Davenport, Iowa 52801-1104

www.scottcountyiowa.com
sheriff@scottcountyiowa.com

Date: December 16, 2009

To: Dee Bruemmer, County Administrator

From: Sheriff Conard

REF: Request to Fill – Full Time Corrections Sergeant

The Sheriff's Office has requested the opportunity to fill a vacant position of a full-time corrections sergeant. The position is Hay pointed at 332, with a starting wage of \$42,367. The cost of this position annually is \$49,188 (includes IPERS and FICA). The failure to fill this position will have the following affect:

Failure to fill this current vacancy will leave the Corrections Division one sergeant short and the Jail has felt the adverse affects of being short-staffed. This unit has been working short of the allotted manpower numbers for a number of years due to recruitment, training and FMLA issues, causing hours of overtime and comp time to be paid out. Due to our current shortage, we will constantly have to backfill those regularly scheduled hours with overtime.

The constant overtime situations place undue burdens on corrections officers and supervisors, which limits our ability to manage our staff and required duties on a daily basis. Filling this position is necessary and important to the operations of the Sheriff's Office and management of the Jail.