

SCOTT COUNTY PERSONNEL ACTIONS

HR-1
01-19-10

BOARD MEETING: January 21, 2010

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
James Schmitz Sheriff/Jail	Correction Officer Trainee	\$31,595	01/06/10	Replaces Dessie Hines

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Renee Luze-Johnson FSS	Senior Clerk	\$17.70/hr - \$18.32/hr	01/04/10	Replaces Barb Schloemer

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Joseph McDonough Sheriff	Deputy Sheriff	\$51,667 - \$52,686	Step 6	01/03/10
Kurt Krambeck Secondary Roads	Heavy Equipment Operator III	\$42,162 - \$43,410	Step 4	01/07/10
Rachelle Kunde Sheriff	Deputy Sheriff	\$54,787 - \$55,370	Step 9	01/12/10
Enrique Castillo FSS	Custodial Worker P/T	\$12.48/hr - \$12.92/hr	Step 2	01/14/10
Rachel Dittmer Sheriff/Jail	Correction Officer	\$35,984 - \$37,648	Step 4	01/14/10

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Willie Moore Sheriff	Bailiff - P/T	\$17.09/hr - \$17.95/hr (5.0%)*	93.709%	01/07/09
Brian Huff Sheriff	Bailiff - P/T	\$17.09/hr - \$17.95/hr (5.0%)	93.709%	01/14/09
Pam Robertson Sheriff	Bailiff	\$43,724 - \$44,598 (2.0%)	111.92%	05/25/09
Troy Sullivan Sheriff	Bailiff	\$37,344 - \$38,464 (3.0%)	96.527%	08/15/09
Lindee Rice Health	Correctional Health Coordinator	\$56,274 - \$57,118 (1.5%)	99.448%	10/31/09
Timothy Hobkirk Conservation	Equipment Specialist	\$41,281 - \$42,107 (2.0%)	114.12%	12/17/09
Debra Olesen Health	Resource Assistant	\$33,905 - \$34,922 (3.0%)	106.499%	12/27/09

MERIT INCREASES (continued)

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Robert Cusack Attorney	Attorney II	\$76,659 - \$79,342 (3.5%)	106.115%	01/01/10
Jerry Brundies Sheriff/Jail	Assistant Jail Administrator	\$78,433 - \$78,683 (.365%)	115%	01/05/10

*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
Tim Jaques Sheriff/Jail	Correction Officer	09/01/09
Mark Murphy Secondary Roads	Truck Crew Coordinator	09/18/09
Jennifer Witherspoon Sheriff/Jail	Senior Accounting Clerk	09/23/09
Linda Bladel-Gentz Treasurer	Clerk III	01/03/10
Rachelle Kunde Sheriff	Deputy Sheriff	01/12/10

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Steven Andersen Health	Jail Inmate Health Nurse - P/T	11/3/09	01/07/10	Involuntary resignation
Jana Lee Health	Jail Inmate Health Nurse - P/T	09/02/08	01/07/10	Involuntary resignation
Sharon Todd Health	Jail Inmate Health Nurse - P/T	03/17/05	01/07/10	Involuntary resignation

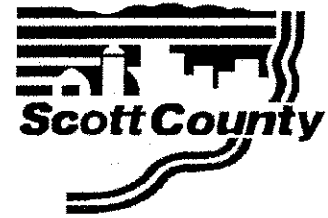
REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Clerk III - P/T Sheriff	Vacant 1/4/10	ASAP	Renee Luze- Johnson	Approve to fill
Data Clerk / Receptionist Attorney	Vacant 11/16/09	ASAP	Alma Bakoylis	Approve to fill

TUITION REQUESTS

Employee/Department	Position	Course of Study	Course dates(s)
Clifford Tebbitt Sheriff/Jail	Jail Administrator	Strategic Planning for Leaders North Central University	01/01/10 - 03/26/10

MICHAEL J. WALTON
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MEMO

January 12, 2010

TO: Mary Thee

RE: Data Clerk / Receptionist

Dear Mary:

On November 16, 2009 the County Attorney's Office filled the new position of Fine Payment Coordinator leaving the Data Clerk position vacant. In these tough economic times, we made a conscience effort to hold off for two months during the holidays to help the budget. We have strained the staff for the past two months and now need to fill the vacancy as our workload increases.

The Data Clerk is vital to the office in many ways. This position ensures the accuracy of the case management system by entering events, entering proceeding results and closing out files. This process triggers future events that we are legally bound to fulfill. The Data Clerk also works with the Clerk of Court's office and makes adjustments to cases.

In order to maintain effective case management with no disruption of service to the public or the county it is necessary for me to fill the Data Clerk / Receptionist.

If you have any questions or care to discuss this further, please feel free to give me a call.

Michael J. Walton
Scott County Attorney

DENNIS CONARD, SHERIFF

Michael K. Brown
Chief Deputy Sheriff



Clifford G. Tebbitt
Jail Administrator

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EMERGENCY 9-1-1
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Davenport, Iowa 52801-1104

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sheriff@scottcountyiowa.com

Date: January 8, 2010

To: Dee Bruemmer, County Administrator

From: Sheriff Conard

REF: Request to Fill – Part Time Clerk III

The Sheriff's Office intends to fill a vacant part-time Clerk III position. This position is Hay pointed at 162, with a starting wage of \$14,270. The cost of this position annually is \$16,268 (includes IPERS and FICA). The failure to fill this position will have the following affect:

Will leave the Sheriff's Office one part-time Clerk III short. Currently the civil office is cross-trained in most all areas in the office and this part-time position covers vacations and time off of other clerks. There is only one other Records area Clerk III so this part-time position is an integral part of the office. Without this filled position, overtime will become an issue in the civil office and there will not be ample coverage of duties.

Not replacing this position would place undue burdens on other clerks which would limit 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 Civil Office.