

SCOTT COUNTY PERSONNEL ACTIONS

HR-1
4-13-10

BOARD MEETING: April 15, 2010

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
Joshua Wall Sheriff	Deputy Sheriff	\$47,091 - \$49,421	Step 4	03/30/10

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Paul Elias Sheriff/Jail	Program Services Coordinator	\$50,512 - \$52,280 (3.5%)	106.605%	01/19/10
Gregg Gaudet Sheriff/Jail	Corrections Sergeant	\$53,734 - \$54,809 (2.0%)	109.961%	03/01/10
Ryan Waltz Conservation	Park Ranger	\$50,051 - \$50,140 (.204%)	115%	03/07/10
Richard Bauer Auditor	Elections Supervisor	\$46,738 - \$48,374 (3.5%)	104.74%	03/20/10
Brandon George Health	Public Health Nurse	\$53,342 - \$54,141 (1.5%)	102.37%	03/24/10

*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
None		

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Ashley Howard Sheriff/Jail	Correction Officer	11/27/06	03/23/10	Voluntary resignation
Russ Stutt Secondary Roads	Assistant County Engineer	07/10/06	04/07/10	Voluntary resignation

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Seas. Maintenance Workers Secondary Roads	Vacant	05/17/10		Approve to fill
Assistant County Engineer Secondary Roads	Vacant 4/7/10	ASAP	Russ Stutt	Approve to fill
Maintenance Worker FSS	Vacant 06/09	7/1/10	Greg Burnett	Approve to fill
Maintenance General Laborer FSS	Vacant 2/12/10	ASAP	Patrick Reyes	Approve to fill

TUITION REQUESTS

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

Facility and Support Services

600 West 4th Street

Davenport, Iowa 52801-1003

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(563) 326-8738 Voice

(563) 328-3245 Fax



April 6, 2010

To: Mary Thee
Assistant County Administrator /
Human Resources Director

From: Dave Donovan, Director
Facility and Support Services

Subj: Maintenance Worker vacancy

As you are aware, there is a current vacancy in one of our Maintenance Worker positions in Facility and Support Services. This vacancy is due to the recent resignation of Patrick Reyes. We are requesting to downgrade this position to a Maintenance General Laborer and fill that position as soon as the recruitment process will permit.

The Maintenance Worker positions in our department (we currently have two) are skilled technicians that perform vital work for us every day. As a result of organizational changes relating to the new workload from the SECC organization and from new technology in many of our other buildings, we have gained additional higher level technical positions. Downgrading this position would balance our staffing and provide a lower skilled position better matched to remaining work tasks that do not require technical skills. In addition, we intend to utilize this new position as the primary person to perform grounds keeping tasks during the growing season. Previously, we had hired seasonally or utilized temporary staffing agencies to accomplish that work. Filling that need with dependable workers has been a struggle for us. Utilizing this down graded position would provide a regular employee and give us better stability for our lower skilled work. By downgrading the position to better match the workload, we can also realize a small annual cost savings.

Not filling this position would be a significant obstacle for our Maintenance team. It would be represent a 12.5% reduction in our overall hourly maintenance team. We would see a backlog of work begin to develop and, eventually be faced with either contracting more work or deferring tasks. Either outcome would be more costly for our department – either higher costs for contractors or higher capital costs resulting from not properly maintaining our capital assets. I recommend that the Board approve this changed position for recruitment.

Class Title: Maintenance General Laborer

Class Code:

Salary:

Description

Incumbent is involved in general maintenance and upkeep of the Courthouse, Administrative Center, Annex, Tremont substation, and warehouse facilities. Performs basic tasks and general labor involving lawn care, snow removal, warehouse organization and order fulfillment, basic PM work on heating air conditioning, electrical, plumbing, mechanical systems, warehouse, snow removal and grounds care equipment.

Major Duties/ Performance Measures

1. Maintains lawns, sidewalks, landscaping, parking areas including any and all county property. Such work includes cleaning up of debris, cutting and watering grass, trimming shrubs and trees, maintaining flowers and planting beds. Will operate riding, self propelled and push behind mowers, weed eaters and other types of outdoor lawn and landscape equipment.
2. Snow removal and related tasks from sidewalks and parking areas including any and all county property. Such work requires incumbent to be available after normal business hours and work as part of a snow removal team.
3. Drives County vehicles for pick up and / or delivery of supplies, warehouse assignments and snow removal.
4. Working knowledge of the use of various hand and power tools, FSS vehicles, including those equipped with snow plow, bobcat or similar, forklift, snow blower, salt spreader and manual snow equipment.
5. Perform Maintains County's car pool to include general preventative maintenance measures as needed.
6. Performs a variety of basic maintenance duties and repairs, which may include repairing doors, door closures and locks, replacing light bulbs, ballasts, switches and wall outlets.
7. Moves and repairs office furniture, may participate in light remodeling projects.
8. Performs warehouse tasks including pick up of items being sent to/ from warehouse and various other county owned facilities, inventory counts, receiving

and verifying deliver of products delivered to the warehouse or other campus locations.

9. Clean and organize FSS shop locations, mechanical rooms, and warehouse facilities.

10. Performs other duties as needed and / or assigned

Background Requisites:

Education:

High school diploma or GED required.

Work Experience:

Minimum of two (2) years of responsible work experience in maintenance and grounds keeping in a similar facility is required. Experience in the plumbing, heating ventilation, air conditioning, electrical or carpentry work is preferred.

Essential Skills:

Demonstrated knowledge in the use and operation of various equipment, hand, and power tools related to building and ground maintenance.

Demonstrated knowledge of lawn care and snow removal processes.

Knowledge of proper safety procedures related to building and ground maintenance.

Valid driver's license is required (verified)

Ability to establish effective working relationship with supervisor, co-workers, outside vendors, client workers, and all levels of County/ State staff.

Ability to exemplify by his or her actions the County PRIDE philosophy.

Supplemental Information:

Relationships:

Reports to: Maintenance Coordinator

Supervises: N/A

Works with: Outside vendors and all levels of County/State staff

Physical / Environmental Conditions:

Work is performed in and around the County buildings including the Courthouse, Jail, Administrative Center, Annex, Tremont Substation, Pine Knoll, Juvenile Court Services,

and the Welcome Center. Incumbent performs duties both indoors and outdoors and is routinely exposed to varied weather conditions. Incumbent is on-call during off duty hours.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

April 14, 2010

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS FOR THE FACILITY AND SUPPORT SERVICES DEPARTMENT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Facility and Support Services Department be decreased by 1.0 FTE to reflect the elimination of a Maintenance Worker.

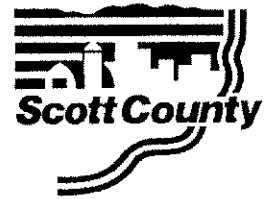
Section 2. That the Hay points for the Maintenance General Laborer position in the Facility and Support Services Department be set at 141 resulting in a salary scale of \$26,582 (minimum); \$34,861 (maximum).

Section 3. That the table of organization for the Facility and Support Services Department be increased by 1 FTE to allow for the position of Maintenance General Laborer.

Section 4. This resolution shall take effect immediately.

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April 6, 2010

To: Mary Thee
Assistant County Administrator /
Human Resources Director

From: Dave Donovan, Director
Facility and Support Services

Subj: Maintenance Worker vacancy

As you are aware, there is a current vacancy in one of our Maintenance Worker positions in Facility and Support Services. Filling this vacancy was deferred last year to allow us to fill a new Maintenance Electronic Systems Specialist position. That new position is intended to be funded by the Scott Emergency Communications Center beginning July 1, 2011. By deferring the Maintenance Worker vacancy and instead hiring for the new Maintenance Electronic Systems Specialist position we gained several months of additional training for the new position. Having that additional time was necessary due to the complexity of the SECC project.

We are now asking to fill the deferred vacancy at Maintenance Worker. It is funded beginning July 1, 2010. Beginning the recruitment process now would ensure that we are prepared to have the position full as soon as possible after the funding is available. That additional man-power will soon become critical as work related to SECC and other projects continues to increase.

The Maintenance Worker positions in our department (we currently have two) are the mid-skill-level maintenance positions in Facility and Support Services. These staff members tackle less difficult maintenance tasks, but are able to complete a wide variety of maintenance and repair work in all of our buildings. This position typically performs all of our warehousing and inventory type work and may perform grounds keeping activities during the growing season. Many times, the Maintenance Worker positions may assist higher skilled positions in the completion of more advanced work.

Not filling this position would be a significant obstacle for our Maintenance team. It would be a 12.5% reduction in our overall hourly maintenance team. We would see a backlog of work begin to develop and, eventually be faced with either contracting more work or deferring tasks. Either outcome would be more costly for our department – either higher costs for contractors or higher capital costs resulting from not properly maintaining our capital assets. I recommend that the Board approve this position for recruitment.

SCOTT COUNTY ENGINEER'S OFFICE

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(563) 326-8640
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WEB SITE - www.scottcountyiowa.com



JON R. BURGSTRUM, P.E.
County Engineer

RUSSELL A. STUTT, P.E.
Assistant County Engineer

DEAN GLUNZ
Maintenance Superintendent

MEMO

TO: Dee F. Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJECT: Hiring new Assistant County Engineer

DATE: April 13, 2010

As we have discussed, Russ Stutt, my assistant has accepted a position as the Jasper County Engineer. Russ will begin his new position on April 12th. This is a good move for him and I am certain that he will do well. The position of Assistant County Engineer is critical to the operations of the Secondary Road Department. The Assistant is responsible for the development and implementation of all construction projects for the Secondary Road Department. The Assistant works closely with me to assure funding for the projects and determine which projects are the most critical. The Assistant supervises our inspection staff to assure compliance with State and Federal specifications. I would like to begin the search process for a new assistant immediately to reduce the amount of time that this position is vacant. Construction for this season has already started and we are one inspector short as it is. In my opinion it is absolutely imperative to fill this position as soon as possible. Hay Points for this position are 634 and salary range is \$65,294 to \$88,338 with a midpoint of \$76,816.

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JON R. BURGSTRUM, P.E.
County Engineer

BECKY WILKISON
Administrative Assistant

MEMO

TO: Dee F. Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Seasonal Employees

DATE: April 13, 2010

The Secondary Road Department has been hiring two retired employees to mow the shoulders and foreslopes during the summer since 1999. When this program was started they went through the regular hiring process. They are familiar with the county and need very little supervision. These two employees also fill in during any emergency situation during the summer and are also on the emergency list for snow removal.

We mow our gravel roads three times during the season and our paved roads four times. Prior to using retired employees, we used a truck driver and a motor grader operator to do this work. About the same time we started using the retirees we started reducing our staff. We now operate with three less full time permanent employees.

Each year we determine the starting and ending dates for these employees based on weather conditions. Typically they start mid to late May and are done mid to late October all dependant on conditions. When the season ended last year we were paying them \$11.45 per hour with no benefits. This seems to be very inexpensive help for the benefit that we receive.

There are several benefits of our summer mowing program. First is safety, mowing the foreslopes particularly around corners improves the sight distance at intersections. This also applies when pulling out from a driveway. Second, if the vegetation is allowed to grow, it encroaches onto the shoulder and interferes with the proper drainage of the road. This can result in erosion and increased maintenance. There is a third benefit that is a bit difficult to put a price on and that is aesthetics. Our roadways just look nice. Compare them with any of the surrounding counties and it is obvious. Our residents have come to expect this level of service.