

SCOTT COUNTY PERSONNEL ACTIONS

HR-2
5-11-10

BOARD MEETING: May 13, 2010

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
Al Romeo Sheriff/Jail	Correction Officer Trainee	\$31,595	05/03/10	Replaces Emily Elsner
Marcos Wheeler Sheriff/Jail	Correction Officer Trainee	\$31,595	05/03/10	Replaces Casey Henderson

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Adam Ohsann Sheriff/Jail	Correction Officer	\$32,157 - \$35,984	05/04/10	Promo from Trainee status
Dwayne Hodges FSS	Maintenance General Laborer	\$12.92/hr - \$13.82/hr	05/17/10	Replaces Patrick Reyes

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Alex Vallejo Sheriff/Jail	Correction Officer	\$41,371 - \$42,432	Step 6	05/01/10

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Pam Bennett Sheriff	Office Administrator	\$53,614 - \$54,686 (2.0%)	112.948%	04/23/10
Sherry Holzhauser Health	Public Health Nurse	\$25.911/hr - \$26.558/hr (2.5%)	104.449%	04/12/10

*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
Judy Woodin Sheriff	Senior Clerk	02/28/10

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Christina Hagedorn County Attorney	Data Clerk/Receptionist	04/05/10	04/28/10	Discharged

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Corrections Sergeant Sheriff	Vacant 5/10/10	5/10/10	Maceo Jackson	Approve to fill
Correction Officer Trainee Sheriff	Vacant 5/10/10	ASAP	NA	Approve to fill
Custodial Worker P/T FSS	Vacant 05/17/10	ASAP	Dwayne Hodges	Approve to fill

TUITION REQUESTS

Employee/Department	Position	Course of Study	Course dates(s)
Jeffrey Raney FSS	Custodial / Security Coordinator	Elementary Spanish Scott Community College	06/01/10 – 7/26/10

DENNIS CONARD, SHERIFF

RECD APR 28 2010

Michael K. Brown
Chief Deputy Sheriff



Clifford G. Tebbitt
Jail Administrator

EMERGENCY 9-1-1
(563) 326-8625
(563) 326-8689 (FAX)

400 WEST 4th STREET
DAVENPORT, IOWA 52801-1104

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sheriff@scottcountyiowa.com

April 28, 2010

Mary Thee
Scott County Human Resources Director
600 W. 4th Street
Davenport, IA 52801

Mary,

Due to the retirement of Lieutenant Kerry Van Waes at the end of June, 2010, on May 10, 2010, I intend to promote a sergeant to the rank of lieutenant, a corrections officer to the rank of sergeant and hire a new corrections officer trainee. Though this will increase the FTEs in these positions for 6 weeks, this will enable staff to be trained and lessen the effects of 3 staff members in new positions. This will increase the salary costs for the 8 week period by approximately \$4,863. The corrections officer trainee vacancies throughout the year will make up for these additional costs. Therefore, we will not exceed our budget for staffing.

Thank you.

Sincerely,


Sheriff Dennis Conard



Facility and Support Services

600 West 4th Street

Davenport, Iowa 52801-1003

fss@scottcountyjowa.com

(563) 326-8738 Voice (563) 328-3245 Fax



April 29, 2010

To: Mary Thee
Assistant County Administrator / Human Resources Director

From: Dave Donovan, Director
Facility and Support Services

Subj: Custodial Vacancy

As you may know, we have submitted a request to fill for a vacancy for one of our part-time custodial positions. The incumbent in the vacant position was Dwayne Hodges who was recently promoted to fill the vacant Maintenance General Laborer position within FSS. We would like to begin the recruitment process as soon as we can to minimize the amount of time the position will be vacant.

Because of our current economic outlook, I realize that your office and the Board of Supervisors is looking closely at each position vacancy to ensure that adequate justification exists before the position is filled. This memo is a summary of our internal analysis of our need and justification for filling the position.

Part-time custodial positions in FSS are critical to our after-hours cleaning operation. We make widespread use of part-time custodial positions between the hours of 4:30pm and 1:00 am. Each part-time position works 19.5 hours each week, typically 3 ½ - 4 hours each night, Monday through Friday. These part-time positions (along with our full time positions) are each charged with the basic, daily cleaning of one section (usually an entire floor) of a building. Those assignments are made based on square footage and building usage. They are made to allow each staff person to complete the basic daily cleaning tasks for their area along with a portion of the periodic tasks (dusting, interior window cleaning, vent/register cleaning, edge cleaning, deep cleaning tasks, etc.) required to keep our buildings healthy and pleasant for both staff and visitors.

At a minimum, the hours represented by the vacant part-time Custodial position are critical to our ability to successfully maintain our facilities. It is my conclusion that not filling this vacancy would have an immediate impact on our ability to maintain and clean our facilities. That impact would compound over time. Any vacancy of this position beyond what is expected for normal absences would be very difficult to overcome. Since we typically budget little for overtime each fiscal year and since the hours of our work naturally limit overtime, we don't see that as a long-term solution. Contractual considerations limit us from utilizing any additional hours from our other part time positions as well.