

SCOTT COUNTY PERSONNEL ACTIONS

HR-2
6-8-10

BOARD MEETING: June 10, 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
Michael Blaesi Sheriff	Sergeant	\$61,984 - \$63,211	Step 4	05/24/10
Michael Erwin Sheriff	Sergeant	\$61,984 - \$63,211	Step 4	05/24/10
Scott Fugate Secondary Roads	Truck Driver / Laborer	\$40,789 - \$40,914	Step 5	05/27/10
Denise Spies Treasurer	Multi-service Clerk	\$30,618 - \$31,512	Step 5	05/27/10

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Danny Carzoli Sheriff	Bailiff	\$39,810 - \$41,004 (3.0%)	102.901%	7/11/09
Don Barton Sheriff	Bailiff	\$44,404 - \$44,848 (1.0%)	112.548%	7/28/09
Don Tee Sheriff	Bailiff	\$44,243 - \$45,128 (2.0%)	113.25%	11/19/09
Willie Moore Sheriff	Bailiff – P/T	\$17.952/hr - \$18.58/hr (3.5%)	96.986%	01/07/10
Jon Burgstrum Secondary Roads	County Engineer	\$102,883 - \$103,912 (1.0%)	106.744%	06/05/10

*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
Michael Erwin Sheriff	Bonus	01/16/09
Carolyn Minter County Attorney	Legal Secretary	04/27/10

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
William Cummins III Sheriff	Public Safety Dispatcher	03/16/10	05/15/10	Voluntary resignation
Tony Shay FSS	Maintenance Specialist	05/16/06	05/28/10	Voluntary resignation
Deb Houston Health	Jail Inmate Health Nurse P/T	12/15/03	05/30/10	Voluntary resignation

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Maintenance Specialist FSS	Vacant 5/28/10	ASAP	Tony Shay	Approve to fill

TUITION REQUESTS

Employee/Department	Position	Course of Study	Course dates(s)
Raquel Posateri Health	Medical Assistant	English 101 Social Psychology of Aging Black Hawk College	6/7/10 – 7/26/10

Facility and Support Services

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June 1, 2010

To: Mary Thee
Assistant County Administrator /
Human Resources Director

From: Dave Donovan, Director
Facility and Support Services

Subj: Maintenance Specialist vacancy

As you are aware, there is currently a vacancy in one of our Maintenance Specialist positions in Facility and Support Services. This vacancy is due to the recent resignation of Tony Shay. We are requesting to fill this position as soon as the recruitment process will allow.

The Maintenance Specialist positions in our department (we currently have four) are skilled technicians that perform vital work for us every day. We rely on these positions to perform high level maintenance work in all of the county facilities. They troubleshoot and repair electrical, mechanical and HVAC systems in county buildings avoiding costs for outside contractors. This position also works as part of our snow removal team and is on-call after hours for repairs in our 24/7 facilities. 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.

The position in question is full-time and benefit eligible rated at 268 hay points with a starting annual salary of \$34,944. I recommend that the Board approve this request to fill for recruitment.

CC: Tammy Speidel
Mark Kendall
Jill Niebuhr
Barb McCollom

