

HUMAN RESOURCES DEPARTMENT

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Date: June 14, 2011
 To: Dee F. Bruemmer, County Administrator
 From: Mary J. Thee, Human Resources Director/Asst. County Administrator
 Subject: Z Schedule

We are putting forth recommended changes to the Z schedule for the Board's consideration. This pay scale category concerns temporary and part-time individuals. The recommendation is to increase the general wage of only three of the positions by 2.5%. These positions have not received a wage increase since July 1, 2009. The rate increase sought is the same percentage of increase that non-represented employees will receive effective July 1. The remainder of the positions on the Z schedule are seasonal positions which we can continue to recruit for at the current rate of pay. Additionally the Conservation positions are controlled by the Conservation Board and they have not increased the rate of pay on those ranges.

The first recommended change was requested by the Auditor. This change is to increase the hourly rate for the Election Officials (aka Poll Workers). The Auditor obtained information on the comparable hourly rates for these employees in other counties.

County	Poll Worker	Chairperson
Black Hawk	\$7.58	\$8.36
Scott	\$7.73 (Current)	\$8.50 (Current)
	\$7.92 (Proposed)	\$8.71 (Proposed)
Woodbury	\$8.00	\$9.00
Polk	\$8.50	\$9.25
Johnson	\$10.00 (\$15.00 after 8 hours)	
Linn	\$160 per day + \$40 per class	\$200 per day + \$50 per class

The second recommended change is requested by the County Engineer to increase the rate of pay for the Eldridge Garage Caretaker. This position is a long time permanent part-time position. In reviewing the request we recommend that the position have a job description developed and the position be moved to the Hay point system and pay be adjusted in the future according policy F. We have worked with the department to develop a job description and will be working with the Hay committee to establish a rating. This position will be brought back before the Board in the next month to establish a Hay point rating. The change results in a \$.29 hourly rate increase, totaling \$181.

The third recommended change is the Health Service Professionals (aka Jail nurses) requested by the Health Department. These are the part-time nurses used to supplement the hours in the Jail. The term of art used to describe these positions in the past was “contract nurses” however they are not (nor treated as) independent contractors nor do they have a contract. They are part-time staff generally used on weekend or to fill in for vacations or leaves by the full-time nurses in the Jail. The change results in a \$.46 increase for LPNs and a \$.54 increase for RNs. The anticipated costs are \$2,022. We intend to work with the staff to determine if these staff can be moved into the pay scale used by full-time staff or if there are logical reasons to keep the scales separate. That discussion will likely be deferred until a new Correctional Health Coordinator is recruited.

All three departments have sufficient funds in their FY2012 budgets to cover the increased costs.

Cc: Roxanna Moritz, Auditor
Jon Burgstrum, County Engineer
Ed Rivers, Health Director

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2011-2012
GROUP: Z TEMPORARY AND PART-TIME STAFF**

<u>POSITION</u>	<u>RATE</u>
Seasonal General Laborer	\$10.73/hour
Seasonal Health Worker & Planning Intern	\$9.71 to \$12.33/hour depending on skills, education and experience
Enforcement Aide	\$9.71 to \$18.28/hour depending on skills, education and experience
Eldridge Garage Caretaker	\$11.74/hour
Seasonal Maintenance Worker (Roads)	\$11.45/hour
Summer Law Clerk	Set in cooperation with University Programs
Civil Service Secretary	Set by Civil Service Commission
Mental Health Advocate	Set by Chief Judge at \$22.99/hour
Health Services Professional Immunization Clinic/Jail Health	
LPN	\$18.77/hour
RN/EMT-P	\$22.15/hour
Election Officials	\$7.92/hour
Election Chairpersons	\$8.71/hour
Election Clerk	\$13.33/hour

CONSERVATION: *

Glynns Creek:

Seasonal part-time Golf Managers	
Food Service	\$8.75 - \$12.75/hour
Pro Shop	\$9.75 - \$13.75/hour
Seasonal Golf Pro Shop Personnel	\$7.50 - \$9.00/hour
Golf Course Rangers, Starters, Cart Persons	\$7.50 - \$8.25/hour
Concession Stand Workers	\$7.50 - \$8.25/hour
Groundskeepers	\$7.50 - \$9.00/hour
Seasonal Golf Pro Shop Personnel	\$7.50 - \$9.00/hour
Golf Course Rangers, Starters, Cart Persons	\$7.50 - \$8.25/hour
Concession Stand Workers	\$7.50 - \$8.25/hour
Groundskeepers	\$7.50 - \$9.00/hour

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2011-2012
GROUP: Z TEMPORARY AND PART-TIME STAFF**

<u>POSITION</u>	<u>RATE</u>
Scott County & West Lake Parks:	
Beach Manager	\$11.25 - \$15.25/hr. (season) \$9.00 - \$13.00/hr (open/close)
Pool Manager	\$11.25 - \$15.25/hr. (season) \$9.00 - \$13.00/hr (open/close)
Assistant Beach/Pool Managers	\$9.00 - \$13.00/hour
Water Safety Instructors	\$8.00 - \$9.25/hour
Pool/Beach Lifeguards	\$7.50 - \$8.50/hour
Pool/Beach/Boathouse - Concession Workers	\$7.50 - \$8.00/hour
Park Attendant	\$7.50 - \$9.50/hour
Maintenance	\$7.50 - \$9.00/hour
Skilled Maintenance	\$9.00 - \$10.75/hour
Park Patrol (non-certified)	\$12.00 - \$13.00/hour
(certified)	\$15.00 - \$16.00/hour
Pioneer Village:	
Day Camp Counselors	\$7.50 - \$8.75/hour
Apothecary Shop Concession Workers	\$7.50 - \$8.75/hour
Maintenance	\$7.50- \$9.00/hour
Wapsi Center:	
Assistant Naturalist	\$10.00 - \$12.25/hour
Program Assistant	\$7.50 - \$9.00/hour
Maintenance	\$7.25 - \$8.75/hour
Skilled Maintenance	\$10.50/hour
Maintenance / Resident Caretaker	\$9.00 - \$10.75/hour

* Set by Scott County Conservation Board

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 23, 2011

APPROVAL OF SALARY RATE TABLE FOR FY2012
Z SCHEDULE OF TEMPORARY AND PART-TIME STAFF

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

Section 1. The attached salary rate table for the Z-schedule temporary and part-time staff in Fiscal Year 2012 by increasing the hourly rate for Election Officials (aka Poll Workers), Health Service Professionals (aka LPN & RN/EMT-P) and Garage Caretaker by 2.5%.

Section 2. This resolution shall take effect July 1, 2011.