

## Human Resources Department

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**Date:** July 26, 2011

**To:** Dee F. Bruemmer, County Administrator

**From:** Mary J. Thee, Human Resources Director/Asst. County Administrator

**Subject:** Organizational Change Recommendations -Secondary  
Roads Departments

The following organizational change requests were submitted outside of the budget process and will be considered per the County Classification and Compensation policy. The justification to doing these organizational changes outside of the budget process is that the department will realize greater efficiencies. The Secondary Roads Department has held open the position of the Engineering II position since a retirement in January, 2010. They were able to do this at the time due to the type of projects scheduled for the summer of 2010. This year they hired a summer intern to assist in the projects. The County Engineer believes that arrangement serves the department well. A factor in making this possible is the state funding indicates that major paving projects are likely to happen every other year, which allows in house staff to concentration on less demanding bridge projects in the off year.

However the department has been experiencing issues with increasing snow routes. A staff committee has been working on recommendations for more efficient snow routes. The recommendation is to have a flex driver who would be able to fill in during absences and assist during severe weather events. It also is believed that this position may become necessary in the coming years merely as a result of added macadams and new pavings. The County Engineer does not intend to add additional equipment, but instead to utilize spare equipment already available to the department.

The department request is eliminate the Engineering II position and replace it with a summer Engineering intern and a Truck Driver/Laborer position. An entry level Engineering Aide II is \$41, 550 and a Truck Driver/Laborer is \$36,171, with a savings of \$5,379. The current summer Engineering intern has cost the department approximately \$4,000. Therefore the department could make these requested changes to their table of organization without any cost to the County.

**Cc:** Jon Burgstrum, County Engineer

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

August 4, 2011

#### APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE SECONDARY ROADS DEPARTMENT

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

Section 1. That the table of organization for the Secondary Roads Department be increased by 1.0 FTE to allow for an Truck Driver/Laborer position (11.0 FTE).

Section 2. That the table of organization for the Secondary Roads Department be decreased by 1.0 FTE to reflect the elimination of an Engineering Aide II position (2.0 FTE).

Section 3. That the table of organization for the Secondary Roads Department be increased by 0.25 FTE to allow for an Engineering Intern position (0.25 FTE).

Section 4. This resolution shall take effect immediately.