

**HUMAN RESOURCES DEPARTMENT**

600 West Fourth Street  
Davenport, Iowa 52801-1030

Ph: (563) 326-8767 Fax: (563) 328-3285  
www.scottcountyiowa.com



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Date: March 6, 2012  
To: Dee F. Bruemmer, County Administrator  
From: Mary J. Thee, Human Resources Director/Asst. County Administrator  
Subject: Community Services Layoffs

On the agenda for this cycle are changes to the Protective Payee program in Community Services. As the program was streamlined to address mental health funding, it was necessary to reduce staffing. As duties were shifted, one Case Aide (1.0 FTE) and a Clerk II (0.5 FTE) position are recommended for elimination. Discussions with staff have occurred. The Case Aide is eligible per the AFSCME contract to bump into a position in the Treasurer's office. The Clerk II is not eligible to bump and will be laid off. The effective date of the actions is March 30, 2012

Cc: Lori Elam, Community Services Director

**OFFICE OF THE COUNTY RECORDER**

**600 West Fourth St**

**Davenport, Iowa 52801-1003**

**(563) 326-8621**

**recorder@scottcountyiowa.com**



**RITA A. VARGAS, MPA**  
**Recorder**

**SUE BREWER**  
**Operations Manager**

**SHERLYN HUBER**  
**Deputy Recorder**

**February 6, 2012**

**To:** Tom Sundebruch, Chairperson  
Scott County Board of Supervisors

**From:** Rita A. Vargas, Scott County Recorder

**RE:** Request to Remove Part Time Position from Table of Organization

The Recorder's Office requests that one part time position of a Clerk II be removed from the Table of Organization. This represented position has an annual wage of \$17,076. The annual cost of this position is \$35,607 including IPERS, FICA and health benefits. These employee expenses represent an annualized savings to the county.

We propose to utilize a portion of the savings in Fiscal Year 2012 for physical upgrades to improve work efficiency and security both in the real estate and vital records departments.

We are requesting removal of this position due to efficiencies gained by no longer scanning electronically filed real estate documents and Groundwater Hazard Statements and in preparatory to the roll out of the Iowa Department of Revenue Declaration of Value program to on-line status later this calendar year. My office has conducted a two and a half year study of the number of real estate documents recorded including filed electronic filings. Based on this study we find that approximately 20-25% of these documents are no longer required to be scanned into our current database which eliminates the need to return the original by mail to the customer. The recording fees and revenue taxes on documents submitted electronically are collected and deposited daily to our account through the Scott County Treasurer.

Because of on-line access to records and the ability to file electronically the number of in office customers, telephone inquiries and requests for copies have substantially declined. By having cross-trained clerks to perform various duties (including the proposed physical improvements noted above) we believe that elimination of this position will result in very little disruption to normal business. Several other Clerk II positions remain available to provide assistance in both real estate and vital records and can be trained to provide assistance on an as needed basis in other areas.

Telephone calls have declined due to internet net use and automated instructions for all departments. All public records are on-line since January 1, 1989; therefore in-office assistance and telephone assistance to customers has declined. Based on this study, and the fact that some scanning activity will no longer be required, we believe that our office will be over staffed.

Therefore, as a steward of tax payer funds I believe that elimination of this position is in the best interests of the county.

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

March 15, 2012

#### APPROVAL OF ORGANIZATIONAL CHANGES IN THE COMMUNITY SERVICES DEPARTMENT AND RECORDER'S OFFICE BY ELIMINATING A CASE AIDE AND CLERK II

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

Section 1. That the table of organization for the Community Services Department be decreased by 1.0 FTE to reflect the elimination of a Case Aide.

Section 2. That the table of organization for the Community Services Department be decreased by 0.5 FTE to reflect the elimination of a part-time Clerk II.

Section 3. That the table of organization for the Recorder's Office be decreased by 0.5 FTE to reflect the elimination of a part-time Clerk II.

Section 4. This resolution shall take effect immediately.