

**Human Resources Department**

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**Date:** May 1, 2012

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

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

**Subject:** Organizational Change Recommendation -Recorder's Office

The following organizational change request was submitted outside of the budget process and will be considered per the County Classification and Compensation policy. The justification to doing this organizational change outside of the budget process is that there will be a change in key personnel which warrants a review of the job description and hay points. The Recorder's Office has a scheduled retirement of the Operations Manager in June, 2012. We have worked with the department to update the job description and presented the changes to the Hay Committee on April 30, 2012. As the position does not supervise other supervisors we discussed with the department the possibility that the Hay points would not remain at the current level. These changes along with a focus on quality controls were added to the job description.

The recommendation is to adjust the Hay points from 496 to 417, resulting in a pay range of \$50,791 (minimum), \$59,754 (midpoint) to \$68,717 (maximum). The wage scale decrease is \$7,339. Upon approval of the Board, we will work with the Recorder to recruit for the position. The Recorder has requested a start date of June 18, 2012, providing for a 2 week overlap with the current incumbent and the new hire. As the current Operations Manager has worked in that position for 25 years and has great institutional knowledge, we concur that it is appropriate to provide a smooth transition.

**Cc:** Rita Vargas, Recorder

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

May 10, 2012

APPROVAL OF CLASSIFICATION ADJUSTMENTS IN THE RECORDER'S OFFICE

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

Section 1. That the Operations Manager – Recorder (1.0 FTE) in the Recorder's Office is hereby downgraded from 496 to 417 Hay points.

Section 2. This resolution shall take effect for any new hires after June 18, 2012.