

HUMAN RESOURCES DEPARTMENT
600 W. 4TH Street
Davenport, IA 52801



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

Date: February 26, 2013

To: Dee F. Bruemmer, County Administrator

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

Subject: FY14 Organizational Changes

Review of Organizational Change requests

The only positions submitted for review this year were from the Sheriff's office. It was determined that the deputy position related to the elimination of a grant would be reviewed at the end of the year when more information is known about the grant status. The other position submitted by the Sheriff was the increase of hours for the part-time Clerk III from its current .50 FTE to .60 FTE. The total increase in costs would be \$3,417. The position has offsetting revenue from gun permits.

Review of Table of Organization

As we have in previous years, the Budget Manager and HR have worked with departments to review and correct the table of organization to coincide with actual numbers. This will assist in the position control module that will be available in the new financial software system. These are the corrections being addressed this year.

Summer Law Clerk (Attorney)

The Attorney's office reviewed the number of hours worked over the summer months of their seasonal interns and determined the correct FTE is 0.50, so the table of organization may be reduced by 0.25 FTE.

General Laborer (FSS)

Several years ago the general labor duties were absorbed into the Maintenance General Laborer position, therefore this 0.50 FTE position can be eliminated.

Health Services Professional (Health)

Last year we corrected the nursing hours in the Jail. The addition of 0.12 FTE corrects the Immunization Clinic Nurses. These nurses are on the Z schedule. The hours for these positions are budgeted but not reflected in the table of organization. This change remains cost neutral.

Truck Driver (Secondary Roads)

In the past years we have been correcting errors in the Table of Organization. In 2006 the Truck Driver position was upgraded to a Sign Crew Technician. The new position was added however the Truck Driver position remains in the table of organization. This change eliminated the 1.0 FTE in Secondary Roads for the Truck Driver.

Additionally we have worked with the Conservation Department to verify and correct their FTEs for seasonal positions.

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

February 26, 2013

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS DISCUSSED DURING THE FISCAL YEAR 2014 BUDGET REVIEW PROCESS

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

Section 1. That the table of organization for the Attorney's Office be decreased by 0.25 FTE to reflect the reduction of hours of the seasonal Summer Law Clerk (total of 0.50 FTE).

Section 2. That the table of organization for the Conservation Department be decreased by 1.75 FTE to reflect the reduction of hours various seasonal staff and a decrease of 0.37 FTE at the Golf course to reflect the reduction of part time Laborers.

Section 3. That the table of organization for the Facility Support and Services Department be decreased by 0.50 FTE to reflect the elimination of the General Laborer position.

Section 4. That the table of organization for the Health Department be increased by 0.12 FTE to reflect the addition of hours utilized by the Health Services Professional (Immunization Clinic) that were previously budgeted (1.2 FTE – Jail Health and 0.72 FTE – Immunization Clinic; total 1.92 FTE).

Section 5. That the table of organization for Secondary Roads Department be decreased by 1.0 FTE to reflect the elimination of a Truck Driver/Laborer relating to a 2006 upgrade (total of 10.0 FTE).

Section 6. That the table of organization for the Sheriff's Office be increased by 0.1 FTE to reflect the addition of hours of the part-time Clerk III from a 0.5 FTE to a 0.6 FTE (total of 3.6 FTE).

Section 7. This resolution shall take effect July 1, 2013.