

HUMAN RESOURCES DEPARTMENT
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Date: February 27, 2014

To: Dee F. Bruemmer, County Administrator

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

Subject: FY15 Organizational Changes

Review of Organizational Change requests

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2015. These positions were reviewed by the Hay Committee for potential reclassification.

- Office Manager (Community Services)
- Office Assistant (Secondary Roads)
- Jail Custodian/Corrections Officer (Sheriff)
- Jail Cooks (Sheriff)

The following organizational change requests were submitted at part of the budget process for Fiscal Year 2015. Departments have requested a change in FTE (full time equivalent) level for these positions or the creation of new positions.

- Naturalist (Conservation) (- 0.39FTE)
- Building Inspector (Planning and Development) (+1.0 FTE)
- Public Health Nurse (Health) (+ 0.15 FTE)
-

Discussion

For the positions that are requesting a Hay Committee review, the departments completed the job questionnaire and noted changes in the job description, then Human Resources met with the departments as necessary and provided feedback on the review of the position descriptions. Human Resources staff then updated the job descriptions to reflect the changes in duties. Final approval of the job descriptions were obtained by the incumbent and their Elected Official or Department Head. The Hay Committee then met and reviewed each job description.

For departments requesting a change in FTE level, staff met with the affected groups to determine the business necessity for the change in FTE level. In order to determine the appropriateness of the request the factors considered are increased volume of work, greater efficiencies, and change in key personnel.

Hay Committee Recommendation

The Hay Committee met on January 24, 2014 to review the positions submitted as Organizational Change requests. After reviewing the position of Jail Custodian/Corrections Officer (Sheriff) the Hay Committee did not recommend any changes to its Hay Points. The general consensus was that although some job duties had changed they were not the type of duties that when analyzed had an affect on the overall Hay score. The job description will be updated to reflect those changes. The positions of Office Manager (Community Services) and Jail Cooks (Sheriff) were not taken to the Hay Committee. After further discussions with the departments it was determined that it was not timely to reevaluate the positions. The Office Manager may be considered in the future once the MH redesign is concluded. The Jail Cooks seems to be more of a recruitment issue rather than job tasks, HR will continue to work with the Sheriff's office on recruiting and the probationary period has been shortened after discussions with the union. The Committee recommends the following changes:

Secondary Roads

Office Assistant. The Committee reviewed a newly created job description for the consideration by the Secondary Roads Department in anticipation of their move to the Black Hawk Trail location. The office will eliminate their 0.25 FTE Clerk III, along with the 0.25 FTE Clerk III, in the Planning and Development Department. Additionally the department will not fill a 0.30 FTE Seasonal Maintenance Worker. The Shop Clerk will move into the actual shop. Some of the clerical duties currently performed by the Shop Clerk have been moved to this position. The recommendation after reviewing the new position was to establish the Hay points from at 162, resulting in a pay range of \$31,895 (minimum), \$37,523 (midpoint) to \$43,151 (maximum).

Budgetary Requests

Naturalist (Conservation)

The Conservation Department submitted a request to eliminate two part-time Seasonal Naturalists and fill one full-time Naturalist. The additional costs of \$2,155 will be paid from the department's REAP funds. This change remains cost neutral.

Public Health Nurse (Health)

The nurses in Correctional Health are required from time to time to perform additional hours at the Juvenile Detention Center. A review by the two

departments and Risk Manager it was determined that JDC would benefit from additional nursing presence from routine care, required physical assessments, and medication administration review. The need results in an additional 312 hours annually (approximately 6 hours a week), thus and additional 0.15 FTE.

Building Inspector (Planning and Development)

The department requested an additional full-time Building Inspector to address the increased housing inspections. Additional cost of an entry level position including benefits is \$62,242. After budgetary review it is not recommended to proceed with this request at this time. The department will continue to utilize seasonal help to address the current increase in workload.

Review of Table of Organization

As we have in previous years, we have reviewed and corrected 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.

Risk Manager (Attorney)

We are amending the table of organization by moving the Risk Manager under the direct supervision of the County Attorney, to reflect the previous change.

Seasonal staff (Conservation)

After further review of the hours of seasonal staff in Conservation it appears than an additional 0.46 FTE of various staff can be decreased.

Part-time Custodians (FSS)

We are adding 0.9 FTE (total 11.5 FTE) Custodians to the table of organization. One is to address the additional 0.45 FTE added last spring to provide service to the County General Store and the other is a correction of the table.

Proposed Action

The overall first year costs are \$13,379, as itemized in the attached spreadsheet. The new job descriptions are also attached for the Board's review and information. It is recommended that these changes take effect July 1, 2015, in accordance with the budget submissions, with the exception of the Office Assistant in Secondary Roads which would be effective on or about the relocation of the administrative offices.

Cc: Hay Committee

Org Changes FY15

Position	Current Hay	Proposed Hay	FTE Change	Current Salary	New Salary	Additional Salary	Benefits ¹	Total
Office Assistant - Sec Roads ²	n/a	162	1	n/a	\$31,895	\$7,974	\$4,910	\$12,884
Naturalist - Conservation	271	271	-0.39	n/a	n/a			\$2,155
Public Health Nurse - Health/JDC	Z Sched	Z Sched	0.15	\$0	n/a	\$7,048	\$1,169	\$8,217
Eliminate Clerk III - Sec Rds & Planning & Dev ²			-0.5			(\$5,394)	\$ (4,482)	(\$9,876)
Total			0.26			\$9,628	\$1,596	\$13,379.32

Notes:

1. Benefits includes IPERS & FICA
2. Costs reflect one quarter of FY15



Scott County Job Description

DRAFT

Class Title: Office Assistant - Secondary Roads

Working Title: Same

Department: Secondary Roads

Hay Point Value:

Job Summary

Provides administrative and clerical support for the Secondary Road Department. Greets and assists the public and others in person and over the telephone. Assists with receiving, answering and directing incoming communications by telephone or two-way radio for the Secondary Roads facilities. Responsible for administration of several Secondary Road Programs.

Relationships

Reports to: Administrative Assistant, County Engineer, Assistant County Engineer, Road Superintendent and Shop Supervisor

Works with: All levels of County employees, other governmental agencies particularly the Iowa Department of Transportation, and the public.

Major Duties/Performance Measures

1. Receives and answers inquiries, provides information to, and assists the public, other County departments, and/or contractors in person, over the telephone and/or two-way radios; directs callers and visitors to the appropriate personnel.
2. Compiles and processes files and records. Drafts basic correspondence and types reports. Assists in the preparation of various financial reports.
3. Assists with maintaining a calendar of appointments for employees and communicates upcoming appointments. Monitors employee certifications such as CDL and Pesticide Applicator. Provides assistance to Shop Superintendent and Shop Supervisor in daily operations.
4. Coordinates and issues permits to county residents for dust control; both calcium chloride and tree sap. Maintains database for yearly dust control applications acting as liaison

between the County, county residents, and contractors. Compiles lists for contractors and motor grader operators with date of application. Supplies county residents with appropriate colored flags.

5. Orders salt and coordinates delivery. Assists crew leaders with ordering construction materials, bidding construction supplies, and scheduling rental equipment for projects.
6. Assists employees and completes required forms for on-the-job injuries and other accidents in accordance with County risk management and department policies.
7. Coordinates with the Health Department to schedule annual hearing tests for employees. Maintains employee's annual hearing exam record online.
8. Ensures safety supplies are available for employees and visitors. Works with Shop Control Clerk to maintain adequate safety supplies.
9. Coordinates Adopt-a-Road program. Maintains database of groups and sections of roadways, trains workers, coordinates schedules for groups, orders safety equipment and cleanup supplies and schedules road crew to pick up garbage.
10. Records overtime operations codes in spreadsheets for future comp time entry in Novatime. Assists with payroll, accounts payable, purchasing cards, ordering office supplies, and provides staff assistance with Novatime entry to ensure accurate and timely record maintenance and entry.
11. Records work-order requests, as necessary, and remits to appropriate staff member in a timely manner.
12. Coordinates "Iowa One Calls" for construction projects. Inputs call details and utility information into online work-order.
13. Maintains photocopier equipment including but not limited to: stocking paper and staples and changing toner cartridge. Schedules maintenance when necessary.
14. Serves as backup for Administrative Assistant and Shop Control Clerk as needed.
15. Performs other duties as needed and/or assigned.

Background Requisites

Education:

High School diploma or GED required. Vocational Secretarial and/or Office training beneficial.

Work Experience:

Minimum of two (2) years of work experience in a clerical position required. Customer service experience desired. Experience working in the construction and/or engineering business desired. General knowledge of construction terms highly desired.

Essential Skills:

- Ability to develop and maintain good working relationships with other employees, outside governmental agencies and private contractors.
- Ability to perform accurate data entry utilizing a personal computer.
- Ability to pay attention to detail.
- Ability to utilize maps to locate properties or areas in the County.
- Ability to work under limited direct supervision.
- Ability to set priorities to meet varied deadlines.
- Ability to operate general office equipment including but not limited to: personal computer, Microsoft Word, Excel and Outlook software, various other software applications, two-way radio, multi-line phone system, calculator, photocopiers and typewriter.
- Ability to utilize effective oral, written and listening communication skills.
- Ability to utilize tact when handling complaints and conveying information on policies and procedures to the public.
- Ability to develop full knowledge and understanding of road/bridge construction and maintenance activities and terminology.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Incumbent primarily performs work in an indoor office environment. Occasionally may be exposed to noise and dust associated with shop area and construction sites.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

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 13, 2014

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS DISCUSSED DURING THE FISCAL YEAR 2015 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 reflect the supervision of the Risk Manager.

Section 2. That the table of organization for the Conservation Department the decrease of 0.46 FTE for the reduction of hours of various seasonal positions.

Section 3. That the table of organization for the Conservation Department be decreased by 1.39 FTE to reflect the elimination of two Seasonal Naturalists, with a remaining 0.79 Seasonal Naturalist.

Section 4. That the table of organization for the Conservation Department be increased by 1.00 FTE to reflect the addition of an Assistant Naturalist, for a total of 2.0 FTE Assistant Naturalist.

Section 5. That the table of organization for the FSS Department be increased by 0.90 FTE (total 11.5 FTE) to reflect a correction in the table and the addition of the 0.45 FTE for the County General Store.

Section 6. That the table of organization for the Health Department be increased by 0.15 FTE to reflect the addition of hours utilized by the Health Services Professional (Jail Health) in order to provide services to the Juvenile

Detention Center, for a total of 1.35 FTE – Jail Health and 0.72 FTE – Immunization Clinic; total 1.92 FTE.

Section 7. That the table of organization for Secondary Roads Department be decreased by 0.30 FTE to reflect the elimination of a Seasonal Maintenance Worker, for a total of 0.30 FTE.

Section 8. That the table of organization for Secondary Roads Department be decreased by 0.25 FTE to reflect the elimination of Clerk III.

Section 9. That the table of organization for Planning and Development Department be decreased by 0.25 FTE to reflect the elimination of Clerk III.

Section 10. In the Secondary Roads Department the position of Office Assistant (1.0 FTE) shall hereby be created at 162 Hay points.

Section 11. This resolution shall take effect July 1, 2014, however paragraphs 7 thru 10 shall not take effect until Secondary Roads' administrative office relocates.