

HUMAN RESOURCES DEPARTMENT
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Date: February 14, 2017

To: Mahesh Sharma, County Administrator

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

Subject: FY18 Organizational Changes

Review of Organizational Change requests

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2018. These positions were reviewed by the Hay Committee for potential reclassification or new positions.

- Clerk II (Conservation)
- Resource Specialist (Health)
- Building Inspector (Planning & Development)
- Roadside Vegetation Technician (Secondary Roads)
- Roadside Vegetation Specialist (Secondary Roads)

The following organizational change requests were submitted at part of the budget process for Fiscal Year 2018. Departments have requested a change in FTE (full time equivalent) level for these positions or the creation of new positions.

- Receptionist/Data Clerk & Clerk III (Attorney's Office) (-1.0 FTE/+1.0 FTE)
- Clerk II (Community Services) (+0.5 FTE)
- Detention Youth Counselor (JDC) (+1.0 FTE)
- Clerk III (Planning & Development) (+0.25 FTE)
- Truck Driver/Laborer (Secondary Roads) (-1.0 FTE)
- Cook (Sheriff's Office) (+0.4FTE)
- Senior Accounting Clerk (Sheriff's Office) (Increase Inmate Services Clerk to share duties)

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 obtained 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 December 16, 2016 to review the positions submitted as Organizational Change requests. After reviewing the position of Resource Specialist (Health) 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 Committee recommends the following changes:

Conservation

Clerk II

The Committee reviewed the revised job description for the consideration. The Committee felt that the increased responsibilities of the position related to accounts payable, asset management and licensing duties warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 162, resulting in a pay range of \$34,008 (minimum), \$40,019 (midpoint) to \$46,030 (maximum).

Planning & Development

Building Inspector

The department requested the Hay points for the position be reviewed. HR staff did conduct a market study of comparable counties. Based on that review it does not seem necessary at this time to adjust the salary scale. HR staff did review recommended changes to the job description by adding requiring building code certifications, however they still do not justify a Hay point rating above the current level of 314.

Secondary Roads

Roadside Vegetation Technician

The addition of a Roadside Vegetation Technician to Secondary Roads is part of the roadside vegetation study and program previously presented to the Board. The position was taken to the Hay Committee and will be discussed with PPME at the March Labor/Management Meeting. The recommendation after reviewing the new position was to establish the Hay points at 174, resulting in a pay range of \$42,723 (Step 1) to \$51,126 (Step 8). The duties include snow removal responsibilities in the winter. The funding of this position will come from Secondary Roads funds, but offset by the elimination of a Truck Driver/Laborer.

Roadside Vegetation Specialist

The addition of a Roadside Vegetation Specialist to Secondary Roads is part of the roadside vegetation study and program previously presented to the Board. Three fourths of the cost will come from the Secondary Roads fund, while one fourth will come from the General fund to address utilization of the Specialist by the Conservation Department. The County Engineer is working with Clinton County to determine further interest in utilizing and compensating the county for hours associated with this staff person. The recommendation after reviewing the position was to establish the Hay points at 316, resulting in a pay range of \$47,507 (minimum), \$55,890 (midpoint) to \$64,272 (maximum).

Budgetary Requests

Data Clerk / Receptionist & Clerk III (Attorney's Office) (-1 FTE/+1 FTE)

The Attorney's office submitted a similar request last year. This year after reviewing the job descriptions of the Data Clerk/Receptionist and Clerk III and discussion with the Hay Committee the consensus was that the changes to the job descriptions were minor enough not to warrant review of the Hay points. However the department is really asking to increase the FTE number of Clerk IIIs and decrease an FTE Data Clerk/Receptionist. The shift in the work load seems to support this change.

Clerk II (Community Services) (+0.5 FTE)

The department's Payee Program has increased from 339 clients in 2010, when the staffing was reduced to 415 in 2016. They anticipate an additional 10-20 clients in before the end of FY17. The payee program assists in keeping people from being homeless or in jail by ensuring their money is managed for expenses. Increases in the workload of the Payee Program supports the need for the additional clerical support for the department. Should the workload or revenue decrease in coming years we'd revisit the position.

Detention Youth Counselor (JDC) (1.0 FTE)

The Juvenile Detention Center utilizes part-time hours to cover weekend, vacation and absences of Detention Youth Counselors. HR and the Budget Director conducted a staffing study to determine the actual number of hours needed to meet the staffing needs of the Center. The JDC currently is allotted 11.9 FTE. The staffing needs results in the part-time staff increasing hours. The desire is to

keep the part-time staff at the allotted 0.4 FTE for scheduling flexibility and to remain compliant with the ACA. By adding the equivalent on 1.0 FTE part-time Detention Youth Counselors it is believed this can be achieved without utilizing the Director as full-time in the ratio.

Clerk III (Planning & Development) (+0.25 FTE)

The department previously shared office space with Secondary Roads allowing the support staff to be shared and split the cost of this position. Due to the size of the department and increased work load the department has requested additional hours for the support staff. The need for regular hours to staff the office supports the request for additional hours for the Clerk III.

Cook (Sheriff's Office) (+0.4FTE)

The Sheriff's Office requested the current 0.6 FTE Cook in the Jail be increased to a full-time cook. It is difficult to recruit for a part-time cook and to retain staff. As the position is currently benefit eligible and staffing levels impact our recruitment and overtime, we are recommending the position move to 1.0 FTE. The change is merely matching the hours utilized to perform the duties to FTE level. The last 3 years the average FTE hours utilized have been 4.0.

Senior Accounting Clerk (Sheriff's Office)

The request to increase the Inmate Services Clerk's Hay points to the level of the Senior Accounting Clerk so that the two could share duties is duplicative of the request made in FY16. The Inmate Services Clerk is cross trained so that when the Senior Accounting Clerk is out of the office the work is completed in a timely fashion and the Inmate Services Clerk is compensated by receiving "step up" pay. Therefore the recommendation is to leave the positions at their current skill level and appropriate pay levels.

Review of Table of Organization

As we have in previous years, the Budget Director and HR have worked with departments to review or correct the table of organization to coincide with actual numbers. This assists in the position control module in the ERP. These are the changes being addressed this year.

Truck Driver/Laborer (Secondary Roads) (-1.0 FTE)

The department is eliminating 1.0 FTE Truck Driver Laborer in exchange for the Roadside Vegetation Technician.

Proposed Action

The overall first year costs to the General Fund is \$116,893, 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, 2017, in accordance with the budget submissions, unless otherwise noted in the resolution.

Cc: Hay Committee

FY18

Position	Current Hay	Proposed Hay	FTE Change	Current Salary	New Salary	Additional Benefits' &		Total	General Fund	Secondary Roads Fund	Other Notes
						Salary	Taxes				
Clerk III (Atty)	162		1.00			\$ 2,434	\$ 404	\$ 2,838	\$ 2,838	\$ -	
Receptionist/Data Clerk (Atty)	151		-1.00				\$ -	\$ -	\$ -	\$ -	
Clerk II (CS)		141	0.50	\$ -	\$ 15,583	\$ 15,583	\$ 2,584	\$ 18,167	\$ 18,167	\$ -	
Clerk II (Consv)	141	162		\$ 33,758	\$ 35,446	\$ 1,688	\$ 280	\$ 1,968	\$ 1,968	\$ -	
Building Inspector (P&D)	314						\$ -	\$ -	\$ -	\$ -	
Clerk III (P&D)	162	162	0.25			\$ 11,507	\$ 1,908	\$ 13,415	\$ 13,415	\$ -	
Roadside Veg Tech (SR)		174	1.00		\$ 42,723	\$ 42,723	\$ 23,691	\$ 66,414	\$ -	\$ 66,414	
Truck Driver/Laborer (SR)	153		-1.00	\$ 40,227		\$ (40,227)	\$ (23,278)	\$ (63,505)	\$ -	\$ (63,505)	
Roadside Veg Spec (SR)		316	1.00			\$ 47,507	\$ 24,485	\$ 71,992	\$ 17,998	\$ 53,994	
Cook (Sheriff)	176	176	0.40			\$ 12,933	\$ 2,144	\$ 15,077	\$ 15,077	\$ -	
PT Detention Youth Counselor			1.00			\$ 40,685	\$ 6,746	\$ 47,431	\$ 47,431	\$ -	
Total			3.15			\$ 134,833	\$ 38,963	\$ 173,796	\$ 116,893	\$ 56,904	

CY17 Insurance (County cost)

Single \$6,972.24
 Family \$16,608.12

Notes:

**DRAFT****SCOTT COUNTY JOB DESCRIPTION**

Position Title: Roadside Vegetation Technician

Working Title: (Same)

Department: Secondary Roads

Hay Point Value: 174

Job Summary

Under supervision of Roadside Vegetation Manager, assists with the control and destruction of noxious weeds in the County by spraying them and controlling brush growing in the rights-of-way (ROW). Assists in seeding county roadway ditches and cutting brush and trees in the ROW as directed. Performs manual labor and operates heavy trucks.

Relationships

Reports to: Roadside Vegetation Manager

Supervises: N/A

Works with: Secondary Roads department staff, other County employees, outside agencies and members of the public.

Physical/Environmental Conditions

Incumbent primarily performs duties outdoors and is routinely exposed to varied weather conditions. Routine exposure to chemicals, engine exhaust, dust, noise and hazards associated with traffic.

Major Duties/Performance Measures

1. Assists with identification of noxious weed problem areas and weed control programs in supporting the Roadside Vegetation Manager and Weed Commissioner.

2. Operates equipment in the control and destruction of noxious weeds in the county.
3. Cuts, removes, piles, and burns brush, along with tree trimming.
4. Assists with new seeding along roadways including operating tractors, notill drills, hydro seeders and broadcast seeders.
5. Performs maintenance on equipment including preparing trucks for use, cleaning, routine and preventative care.
6. Safely and efficiently operates heavy trucks utilized in road maintenance and construction projects. May occasionally operate an end-loader as necessary. Operates a heavy truck and plow for snow and ice removal.
7. Performs manual labor necessary to conduct maintenance and construction projects including patching black top and concrete roads, laying pipe and tile, building catch basins, mowing and clearing ROWs, spreading rock, digging and cleaning ditches, should construction and maintenance, crack routing, crack sealing, bridge and culvert repair and erecting and replacing road signs.
8. Operates equipment and machinery used in maintenance and construction projects including heavy trucks, routers, air compressors, jackhammers, concrete saws, chain saws and wood chippers.
9. Performs regular inspections and operator's care maintenance on assigned equipment on a consistent basis to ensure safety and operability. This includes applying grease to zerk fittings, topping of fluid levels, changing light bulbs and washing.
10. Serves as back-up for Roadside Vegetation Manager as necessary.
11. Performs other job-related duties as assigned.

Background Requisites

Education:

High school diploma or G.E.D equivalent required.

Work Experience:

One (1) year experience in operation of heavy trucks required. One (1) year experience in road and bridge construction/maintenance and/or natural resources desired. Two (2) to three (3) years experience in general construction in electrical, plumbing or carpentry where mechanical aptitude is demonstrated.

Essential Skills:

- Ability to obtain and maintain a valid Commercial Driver's License with air brake and tanker endorsement and possess a satisfactory driving record. (Verified)
- Ability to obtain and maintain a valid commercial pesticide applicator license in Category 1A (agriculture) and 6 (ROW) (within 60 days).
- Ability to identify native and introduced plant species including invasive or non-desirable plants.
- Ability to operate heavy machines/equipment including boom truck, spray equipment, road maintenance and construction equipment.
- Demonstrate working knowledge of electrical/plumbing/carpentry principles.
- Ability to operate and maintain hand tools and equipment including gas and electric drills and saws, screw guns, welders, paint sprayers, power washers and weed eaters.
- Ability to utilize effective written, verbal and listening communication skills.
- Ability to establish effective working relationships with supervisor, co-workers, all levels of County staff and members of the public.
- Ability to utilize effective verbal, written and listening communication skills. Ability to utilize tact and professionalism when communicating with the public.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements:

Incumbent frequently performs tasks while standing for extended periods of time. Occasionally may be required to sit for extended periods of time while operating equipment. Frequently lifts/moves objects weighing up to 50 pounds and occasionally exert up to 100 pounds of force to lift and/or move objects. Frequently must bend, reach and kneel.

Prepared by: _____ Date _____

Approved by: _____ Date _____

**DRAFT****SCOTT COUNTY JOB DESCRIPTION**

Position Title: Roadside Vegetation Specialist

Working Title: (Same)

Department: Secondary Roads

Hay Point Value: 316

Job Summary

Under direction of County Engineer/Weed Commissioner, administer, develop, plan and conduct a program of integrated roadside vegetative management (IRVM) to control unwanted vegetation and promote desirable vegetation on Scott County right of way (ROW) and public drainage ditches as addressed in Section 314 of the Code of Iowa.

Relationships

Reports to: County Engineer

Supervises: Roadside Vegetation Technician

Works with: Secondary Roads department staff, other County employees, outside agencies and members of the public.

Physical/Environmental Conditions

Incumbent primarily performs duties outdoors and is routinely exposed to varied weather conditions. Routine exposure to chemicals, engine exhaust, dust, noise and hazards associated with traffic.

Major Duties/Performance Measures

1. Plants and maintains native and introduced grass/forb communities in newly graded, cleaned out or otherwise disturbed sites on county ROW.
2. Inventories and documents plant communities and trends along county ROW.

3. Manages areas of native vegetation identified by inventory process to improve diversity and promote continued growth and health.
4. Removes trees and brush causing safety concerns along county roadways.
5. Controls noxious weeds in ROWs and public drainage ditches.
6. Develops erosion control plans and seeding of construction and maintenance projects.
7. Develops public information and education programs to promote public understanding of IRVM and land use that contributes to goals of the IRVM program.
8. Provides supervisory duties including assigning and scheduling work, recruitment and selection, leave management, training, disciplinary actions, and conducting performance evaluations.
9. Coordinates and serves on the Scott County IRVM Steering committee.
10. Assists in developing long-term plans for roadside development that meet the goals and objectives of the Secondary Roads and Conservation departments.
11. Assist with performing administrative duties including grant writing, monthly and annual reporting, developing budget requirements and tracking costs.
12. Assists with enforcement of all local, state and federal laws pertaining to the operation of roadside vegetation management within Scott County and serves as a liaison with appropriate agencies.
13. Assists and coordinates with Conservation Department in planting of park lands where applicable to promote expansion of native prairie.
14. Attends and participates in conferences and meetings relating to the field as directed.
15. Performs other duties as assigned.

Background Requisites

Education:

Bachelor's in natural resources or related field with major coursework in Botany and Biology or equivalent work related experience.

Work Experience:

Two years of related experience and supervisory experience preferred.

Essential Skills:

- Ability to obtain and maintain a valid Commercial Driver's License (within 60 days) and possess a satisfactory driving record. (Verified)
- Ability to obtain and maintain a valid commercial pesticide applicator license in Category 1A (agriculture) and 6 (ROW) (within 60 days).
- Ability to obtain and maintain NWCG Certifications S130, S190, S290 for prescribed fire (within 1 year).
- Ability to identify native and introduced plant species including invasive or non-desirable plants.
- Demonstrates knowledge of principles of wildlife management/protection and conservation practices relating to roadsides.
- Demonstrates knowledge and understanding of principles of land use and the environmental, social and economic problems affecting it.
- Ability to plan work, think conceptually, analyze data, observe and evaluate and make sound decisions and recommendations.
- Possess supervisory and leadership skills to provide effective work direction for others.
- Ability to utilize effective verbal, written and listening communication skills. Ability to utilize tact and professionalism when communicating with the public.
- Ability to establish effective working relationships with supervisor, co-workers, all levels of County staff and members of the public.
- Ability to operate and maintain power equipment including spray equipment.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements:

Incumbent frequently performs tasks while standing for extended periods of time. Occasionally may be required to sit for extended periods of time while operating equipment. Frequently lifts/moves objects weighing up to 10 pounds, occasionally

lift/move up to 20 pounds and occasionally exert up to 50 pounds of force to move objects. Frequently must bend, reach and kneel. Frequently required to climb stairs/ladder to a height of 10 feet.

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

February 23, 2017

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS DISCUSSED DURING THE FISCAL YEAR 2018 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 increased by 1.00 FTE Clerk III (total 2.0 FTE) to reflect the increased duties of the Data Clerk/Receptionist and the decrease of 1.0 FTE of Data Clerk/Receptionist (total 1.0 FTE).

Section 2. That the table of organization for the Community Services Department be increased by 0.5 FTE Clerk II (total 0.5 FTE) to reflect the need for additional clerical services in the payee program.

Section 3. In the Conservation Department the position of Clerk II (1.0 FTE) is hereby changed to Clerk III and upgraded from 141 to 162 Hay Points.

Section 4. That the table of organization for the Juvenile Detention Center be modified to reflect the addition of equivalency of 1.0 FTE for part-time Detention Youth Counselors for a total of 13.4 FTE Total.

Section 5. That the table of organization for the Planning and Development Department be modified to reflect an increase of 0.25 FTE for the position of Clerk III for a total of 0.75 FTE.

Section 6. That the table of organization for the Secondary Roads Department be increased by 1.0 FTE to allow for the position of Roadside

Vegetation Technician with 174 Hay points and the wages set pursuant to the collective bargaining wage scale.

Section 7. That the table of organization for the Secondary Roads Department be decreased by 1.0 FTE Truck Driver/Laborer (total 9.0 FTE) to reflect the replacement with the Roadside Vegetation Technician.

Section 8. That the table of organization for the Secondary Roads Department be increased by 1.0 FTE to allow for the position of Roadside Vegetation Specialist with the Hay Points set at 316 resulting in a salary scale of \$47,507 (minimum); \$64,272 (maximum).

Section 9. That the table of organization for the Sheriff's Office be modified to reflect an increase of 0.40 FTE for the part-time position of Cook for a total of 4.0 FTE.

Section 10. This resolution shall take effect July 1, 2017. However, paragraph 8 shall take effect upon passage of the resolution.