

HUMAN RESOURCES DEPARTMENT  
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**Date:** January 23, 2018

**To:** Mahesh Sharma, County Administrator

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

**Subject:** FY19 Organizational Changes

**Review of Organizational Change requests**

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2019. These positions were reviewed by the Hay Committee for potential reclassification or new positions:

- Maintenance Coordinator (FSS)
- Maintenance Electronic Systems Technician (FSS)
- Benefits Coordinator (HR)
- Jail Custodian/Corrections Officer (Sheriff's Office)
- Cook (Sheriff's Office)
- Assistant Jail Administrator/Captain (Sheriff's Office)
- Senior Clerk (Sheriff's Office)
- Office Administrator (Sheriff's Office)

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2019. Departments have requested a change in FTE (full time equivalent) level for these positions or the creation of new positions:

- Clerk II (Community Services) (+0.5 FTE)
- Detention Youth Counselor (JDC) (+0.5 FTE)
- Clerk II (Recorder's Office) (+0.5 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 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 15, 2017 to review the positions submitted as Organizational Change requests. After reviewing the positions of Maintenance Electronic Systems Technician (FSS), Jail Custodian/Corrections Officer (Sheriff's Office), Cook (Sheriff's Office) and Assistant Jail Administrator/Captain (Sheriff's Office) the Hay Committee did not recommend any changes to their 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:

#### **Facility & Support Services**

##### **Maintenance Coordinator**

The Committee reviewed the revised job description for consideration. The Committee felt that the increased work experience requirements for the position and basic functions as an assistant director warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 332, resulting in a pay range of \$50,003 (minimum), \$58,822 (midpoint) to \$67,662 (maximum).

#### **Human Resources**

##### **Benefits Coordinator**

The Committee reviewed the revised job description for consideration. The Committee felt that the increased level of skills required to perform duties related to the Affordable Care Act, programming in ERP and reconciliation skills required warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 220, resulting in a pay range of \$39,978 (minimum), \$47,050 (midpoint) to \$54,101 (maximum).

#### **Sheriff's Office**

##### **Senior Clerk**

The Committee reviewed the revised job description for consideration. The Committee felt that the increased level of skills and work experience required to

perform payroll functions and reconciliation warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 209, resulting in a pay range of \$39,000 (minimum), \$45,885 (midpoint) to \$52,770 (maximum).

#### *Office Administrator*

The Committee reviewed the revised job description for consideration. The Committee felt that the increased work experience requirements for the position and span of control warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 417, resulting in a pay range of \$57,616 (minimum), \$67,787 (midpoint) to \$77,958 (maximum).

### **Budgetary Requests**

#### *Clerk II (Community Services) (+0.5 FTE)*

The department's mental health court attendance and community requests have increased. The increased workload takes the Mental Health Coordinator away from the office and paperwork. The desire is to add the 0.5 FTE to allow the paperwork to be processed by clerical staff. The funding for the benefits and position will come from the Mental Health fund.

#### *Detention Youth Counselor (JDC) (+0.5 FTE)*

The increased revenue and workload for the Home Detention and Enhanced in Home Detention require more staff time away from the Juvenile Detention Center. Due to required staffing levels in the detention center from the increase of juveniles in the center it necessitates a separation of the duties. The funding for the increase will be paid for through the increased revenues of the programs.

#### *Clerk II (Recorder's Office) (+0.5 FTE)*

The Budget Director and I met with the Recorder and management staff to discuss the workload and staffing needs. This past year they fell behind on real estate filings. They then hired a former employee to assist and were able to get caught up in less than 80 hours. As such we all agreed that an overtime budget should be provided in the budget rather than hiring an additional 0.5 FTE. The workload and cross training will continue to be monitored in the future.

### **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:

#### *Fleet Manager (Secondary Roads)*

When the position was created it was split 0.5 FTE in Administration and 0.5 FTE in Secodary Roads. The rationale was to have the Budget and Adminstrative Services Director assist in the financial set up of the program. As the program is up and running the recommendation is to move the supervision of the position solely into the Secondary Roads Department.

**Proposed Action**

The overall first year costs to the General Fund is \$35,804 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, 2018, in accordance with the budget submissions.

Cc: Hay Committee

FY19

Position	Current Hay	Proposed Hay	FTE Change	Current Salary	New Salary	Additional Salary	Benefits <sup>1</sup> & Taxes	Total
Maint Coord (FSS)	300	332	0.00	\$ 62,275	\$ 65,389	\$ 3,114	\$ 516	\$ 3,630
Benefits Coordinator	198	220	0.00	\$ 42,786	\$ 44,925	\$ 2,139	\$ 355	\$ 2,494
Sr. Clerk (Sheriff)	177	209	0.00	\$ 51,397	\$ 52,770	\$ 1,373	\$ 228	\$ 1,601
Office Admin (Sheriff)	316	417	0.00	\$ 65,728	\$ 69,014	\$ 3,286	\$ 545	\$ 3,831
Detention Youth Counselor (JDC) <sup>2</sup>	238		0.50			\$ 20,800	\$ 3,449	\$ 24,249
Clerk II (CS) <sup>3</sup>	141		0.50			\$ 16,890	\$ 20,646	\$ 37,536
<b>Total</b>			<b>1.00</b>			<b>\$ 47,602</b>	<b>\$ 25,738</b>	<b>\$ 73,340</b>

General Fund	Mental Health Fund	Other Notes
\$ 3,630	\$ -	
\$ 2,494	\$ -	
\$ 1,601	\$ -	
\$ 3,831	\$ -	
\$ 24,249	\$ -	
\$ -	\$ 37,536	
\$ -	\$ -	
<b>\$ 35,804</b>	<b>\$ 37,536</b>	

CY18 Insurance (County cost)

		(6 mth Ee premium included)
Single	\$7,306.44	
Family	\$17,846.52	

Notes:

1. Benefits includes IPERS & FICA
2. Cost paid for contracts
3. Costs paid by Mental Health Fund



## SCOTT COUNTY JOB DESCRIPTION

Class Title: Maintenance Coordinator

Working Title: Same

Department: Facility & Support Services

Hay Point Value:

### **Job Summary**

Incumbent is responsible for the supervision of building maintenance workers involved in the repair and upkeep of the County's physical sites and adjacent grounds. Prepares specifications for maintenance and repair contracts. Selects and oversees contractors/vendors and evaluates the work/performance. The incumbent also performs a wide variety of skilled and semi-skilled building maintenance duties to include project management through completion.

### **Relationships**

Report to: Facility & Support Services Director

Supervises: Maintenance Specialists, Maintenance Electronic Systems Technicians, Maintenance Workers, Maintenance General Laborer. May also supervise Support Services and/or Custodial staff in their immediate supervisor's absence.

Works with: All levels of County staff, outside contractors and service providers.

### **Physical/Environmental Conditions**

Work is performed in and around County buildings including; the Courthouse, Jail, Administrative Center, Annex, downtown FSS maintenance facility, Tremont storage facility, Patrol facility, Scott Emergency Communications Center and SECC storage facility, Pine Knoll and Juvenile Court Services. Ability to work inside as well as outside during all types of weather conditions. Incumbent is routinely exposed to chemicals, high noise levels and physical hazards. Incumbent is on-call 24 hours a day.

### **Major Duties/Performance Measures**

1. Performs supervisory duties including: makes daily work assignments, authorizes overtime, initiates disciplinary action, participates in hiring decisions, authorizes leave and conducts performance appraisals.
2. Assists Director with project management responsibilities to include cost estimates, bid solicitations, scheduling, prioritizing, staff assignment, monitoring and follow up as needed.
3. Incumbent is a member of the Facility and Support Services management team. Actively participates in the development of department strategic and tactical planning including setting goals, objectives, master planning and priorities. Assists in development and implementation of departmental policy and procedures
4. Develops, implements, monitors and analyzes building maintenance and repair programs, building automation systems, security management systems, computerized preventive maintenance programs and energy management/facility management system including all major building equipment and machinery.
5. Develops, analyzes and maintains capital replacement plan for buildings and equipment.
6. Performs a wide range of maintenance duties including mechanical, electrical, plumbing, carpentry, painting, floor repair, grounds keeping, etc. Responds to emergency requests for assistance.
7. Troubleshoots, maintains and repairs heating, ventilation and air conditioning and geo thermal systems to ensure air quality, the efficient use of energy, chemical treatment of loops and to provide a comfortable building climate,
8. Makes determination when contractors are needed for repairs and develops contract/bid specifications. Selects contractor, inspects and evaluates work performed for compliance. Initiates corrective actions as required. Ensures safety standards and building codes are observed.
9. Conducts onsite visits and inspection of County owned facilities/grounds to identify deficiencies; identifies required maintenance/repair projects; evaluates facilities for safety and ensures compliance with Local, State and Federal regulations and codes. Schedules and coordinates required inspections with appropriate agencies such as the State of Iowa.

10. Facilitates and coordinates safety training with staff on a regular basis. Promotes safety consciousness and enforces the use of safety equipment by all staff. Establishes and maintains departmental rules, guidelines and procedures in compliance with OSHA, SDS and other regulated requirements.
11. Participates in the development and administration of the operational and capital budgets, forecasts additional funds, equipment, materials and supplies; recommend adjustments as necessary. Maintains and assists with monitoring of department expenditures, budgeted or unbudgeted.
12. Operates, administers and coordinates the use of various peripheral computer and tracking systems including those for access control, close circuit television systems, facility management, building automation, Auto CAD, vehicle maintenance records, financial system, key management, and emergency power systems.
13. Participates in emergency response requirements for the department. Fills Director's role on emergency decision making teams in the event of his/her absence.
14. Actively participates in the property asset process including the purchase, accounting, physical property tracking, and disposal of property assets and surplus items.
15. Administers Access Card Program, which ensures proper access levels are assigned or removed from individual cardholders to ensure security of the county and tenant agencies located on downtown campus buildings, including security setting within the jail facility and several remote sites (Tremont, General Store, SECC, Patrol Headquarters).
16. Maintains library of CAD drawings and serves as department contact for questions and inquiries. Creates designs using Auto CAD for minor construction/remodeling projects.
17. Oversees grounds keeping/snow activities throughout the Courthouse Complex, including Administrative Center and County Annex as well as SECC, SECC storage facility, Tremont warehouse, Scott County Patrol and Downtown maintenance facility.
18. May enforce parking lot policy including authorizing removal of vehicles from County owned property. Works in conjunction with Bailiff staff to have citations issued as necessary.
19. Maintains supply and equipment inventory relative to building maintenance functions.
20. Maintains records on facility and building equipment, including motor pool vehicles, department vehicles, buildings and personnel.



21. Oversees the administration of a central warehouse to include space, inventory control, storage, surplus and disposal needs dependent on County organizations.
22. Acts on behalf of the Director in their absence. Performs other duties as needed and/or assigned.

NOTE: The incumbent in this position is on-call 24 hours and is required to carry a communication device for this purpose.

### **Background Requisites**

#### **Work Experience:**

Requires ~~at least four (4)~~five to seven (5-7 years) years of responsible work experience in building maintenance, including substantive experience in HVAC and Geothermal systems. ~~Responsible~~One year of supervisory experience ~~preferred~~required.

#### **Education:**

Requires high school diploma or GED equivalent.

Post high school technical or vocational training required. ~~or~~ Associate's Degree in building maintenance/facilities management or related field is preferred.

#### **Essential Skills:**

- ◆ Demonstrated knowledge of HVAC and Geothermal systems and ability to properly maintain boilers, chillers, pumps, compressors, air handlers, etc. Working knowledge of other building maintenance and grounds keeping equipment, tools and techniques.
- ◆ Demonstrated knowledge of proper safety procedures related to building maintenance and grounds keeping.
- ◆ Ability to develop and maintain effective relationships and use tact and professionalism when working with all levels of county employees, outside agencies, contractors/vendors and the public.
- ◆ Ability to effectively utilize various computer software systems and packages including MS Office®, project management software, Auto CAD, vehicle maintenance, financial, access control and building automation software.

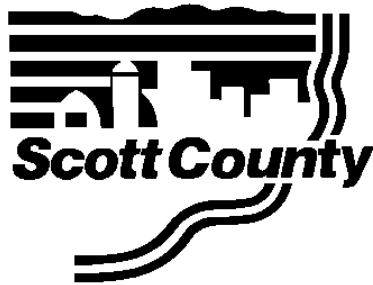
- ◆ Ability to direct and review the work of others, motivate employees and set a positive work example.
- ◆ Ability to utilize effective verbal, written and listening communication skills.
- ◆ Ability to utilize intermediate mathematical skills.
- ◆ Ability to schedule, organize and prioritize workload.
- ◆ Ability to prepare numerical and narrative data for accurate and organized written or electronic presentation.
- ◆ Ability to understand and interpret technical documents including blue prints, specifications, and architectural drawings.
- ◆ Ability to exemplify by his/her actions the County’s PRIDE philosophy.

**Physical Ability Requirement**

Ability to routinely bend, lift, carry, push or pull objects weighing up to 60 pounds. Frequently required to bend and reach. May climb to a height of 30 feet utilizing a ladder or stairs. Incumbent operates motor-driven machines and tools which may vibrate.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## Scott County Job Description

Class Title: Benefits Coordinator  
Working Title: Same  
Department: Human Resources  
Hay Point Value:

### **Job Summary**

Administers the daily activities of the group health and life insurance programs while supporting and promoting the County's wellness initiatives. Provides clerical and administrative support for the Human Resources Department. Prepares claims and purchasing card reconciliation.

### **Relationships**

Reports to: Assistant County Administrator  
Supervises: N/A  
Works with: All levels of County employees, insurance contacts, other agencies and the public.

### **Physical/Environmental Conditions**

Primarily indoor office work.

### **Major Duties/Performance Measures**

1. Administers the daily activities of the group health and life insurance and benefit programs: handles enrollment and verification of coverage; enters benefit enrollment data and changes in workforce administration and vendor software systems; reviews payroll deductions and benefit costs for accuracy; processes adjustments as necessary; -ensures accurate 1095C information is entered for each employee/COBRA enrollee; educates employees & retirees on benefit options; answers questions and assists in handling employees' insurance problems; -responds to benefit questions or issues; maintains accurate records; reconciles monthly billing; administers COBRA provisions; and administers tuition reimbursement program.

2. Promotes and administers county programs including deferred compensation/~~IRA~~ and flex savings, ~~plan~~ and Retirement Health Savings (RHS) programs. Maintains bi-weekly contribution files to ensure proper balancing of payroll deductions and submission of employee's contributions occurs. Schedules annual employer contribution matches.
3. Provides new employee orientation. ~~on benefits and county policies and procedures~~ Reviews benefits and options available, county policies, and new hire paperwork including tax forms, I-9, direct deposit, IPERS enrollment and beneficiary designations. Follows up with employees as necessary and ensures all paperwork is accurately completed.
4. Administers County's wellness program including administering and scheduling annual wellness testing, making necessary benefit enrollment plan changes, and deduction changes. and participates in related activities. ~~Monitors Y@Work enrollment and participation and ensures participation requirements are met. Participates on the Health Benefit Team and supports other wellness initiatives of the County.~~
5. Reconciles monthly billing of benefit plans. Retrieves invoice information from the vendor, maintains and prepares self-administered billing spreadsheets, and updates invoice remittance as necessary. Compares invoice to payroll deductions to ensure accuracy.
6. Prepares bi-weekly claims for Human Resources and handles invoice discrepancies. Maintains up-to-date account balances. Monitors supplies and places orders when necessary.
7. Processes health insurance claims information received from vendor on a weekly basis. Separates into proper general ledger accounts and submits to Treasurer's Office for ACH payment to vendor.
8. Reconciles purchasing card program on a monthly basis which includes matching receipts to the statement, balancing, printing out information and making necessary copies.
9. Administers and reconciles payroll information for Administration, Human Resources, and Board of Supervisors on a bi-weekly basis.
10. Administers COBRA provisions which includes: mailing COBRA election notices, creating monthly COBRA billing in ERP system and depositing COBRA and retiree life insurance payments on a monthly basis.
11. Responsible for building and testing annual open enrollment process in ERP. Ensures accurate benefit plan and premium changes occur. Makes necessary enrollment changes in vendor software systems.
12. Processes 1095C data and transmits to IRS annually.
13. Assists in the preparation of the 509A actuarial report, 513C report and PCORI report. Collects benefit plan enrollment information for the preceding fiscal year, reviews the User Control information and updates the Scott County User Controls document as necessary to ensure accuracy.
14. Coordinates clerical functions including: performs word processing and/or types materials; screens incoming calls; processes daily mail; composes correspondence. Serves as initial contact for employees and applicants with the Human Resources Department.

15. Assists with departmental recruitment efforts; may contact applicants for interviews, assist with employment reference checks and monitor testing processes. Assists applicants in issues related to application software.
16. Assists with the Employee Recognition Programs and the New Employee Orientation Program.
17. ~~Coordinates~~ Assists in the scheduling of pre-employment physical exams for appropriate positions. Ensures proper follow-up, communication and secure filing of confidential exam results.
18. Coordinates departmental records retention program. Maintains all department files and active/inactive employee files. Determines dates for destruction of records in accordance with Federal/State regulations.
19. Works on special projects related to human resources as required.
20. Performs other duties as needed and/or assigned.

### **Background Requisites**

#### Work Experience:

Minimum of three (3) years responsible clerical experience required. Previous experience in a human resources or insurance office preferred.

#### Education:

Minimum of high school diploma or GED required. Vocational degree in clerical support preferred OR equivalent in related college-level coursework.

#### Essential Skills:

- Ability to learn affordable care act provisions related to county insurance and track related deadlines.
- Ability to establish and maintain effective working relationships with all levels of County employees.
- Demonstrated ability to communicate effectively orally and in writing.
- Ability to utilize word processing, county financial/HR software and spreadsheet software.
- Ability to perform mathematical functions including: computing percentages, multiplying and dividing.
- Ability to organize and prioritize fluctuating workloads.
- Ability to present a positive and service-oriented image.
- Ability to operate office equipment including, but not limited to: typewriter, photocopier, fax machine, and personal computer.

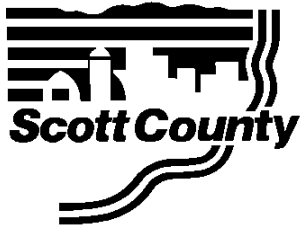
- Ability to maintain confidentiality, HIPAA compliance and security of records and information.
- Ability to exemplify, by his/her actions, the County's PRIDE philosophy.

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



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Rev. 11/17

## SCOTT COUNTY JOB DESCRIPTION

Class Title: Senior Clerk  
Working Title: Same  
Department: Sheriff – Sheriff's Office Administration  
Hay Point Value:

### Job Summary

Assists Sheriff Administration with accounting and bookkeeping functions including processes payroll and accounts payable claims, reconciles purchase cards and jail bank accounts and applies for and manages funds for federal jail grant. Provides information and direction for the public, outside agencies and jurisdictions related to Sheriff's Office matters. ~~Serves as receptionist for Sheriff's Office Administration.~~ Performs various clerical duties for Sheriff's Administration Office. ~~Ability to maintain confidentiality and discretion are of the utmost importance.~~

### Relationships

Reports to: Office Administrator

Supervises: May provide work direction for temporary workers.

Works with: ~~Jail employees~~ Sheriff's Office employees, other County employees, outside agencies/jurisdictions and institutions in and outside of the State of Iowa

### Physical/Environmental Conditions

Indoor office environment in a primarily secure area. ~~The incumbent may be exposed to violence and physical hazards when coming into contact with inmates.~~

### Major Duties/Performance Measures

1. Collects, calculates, compiles and processes bi-weekly payroll for the Sheriff's Office to ensure accurate records and classification of hours. Makes corrections to payroll as needed. ~~Works with supervisory staff to ensure accuracy and clarify questions.~~ Prepares periodic reports utilizing payroll database and internal

documentation for the use of supervisory and management staff in scheduling and tracking leave use. ~~Ensures timely distribution of pay stubs.~~

2. Maintains timekeeping system for the Sheriff's Office including adds employees and supervisors, trains staff, registers employees at the hand reader, updates schedules and assigns employees to the correct division. Trains all supervisors and new employees for Novatime (payroll) system. ~~Ensures proper registration of all employees in system.~~

3. Reconciles and balances jail bank accounts statements and checkbooks and prepares bank deposits for jail accounts. and prepares bank deposits as needed. Runs reports for auditing purposes and conducts ACH money transfers to reimburse cost of inmate debit cards on a weekly basis. Audits bank deposits and fingerprinting account monthly to ensure accuracy. Issues checks to pay commissary bills/invoices. Reimburses jail general ledger account for commissary expenditures quarterly.

4. Processes Sheriff's Office claims on a bi-weekly basis to ensure payments are remitted in an accurate and timely manner.

5. ~~Oversees Sheriff's Office purchasing card program. Coordinates department user information with Facility & Support Services.~~ Reconciles purchasing card program on a ~~bi-weekly~~ monthly basis which includes matching receipts to the statement, balancing, printing out information and making necessary copies. Coordinates department user information with Facility & Support Services.

10. ~~Processes bills for jail commissary checkbook which includes check writing and bank reconciliation.~~

11. ~~Electronically files all strategic accountability management systems (SAMS) reports for Jail and Bailiffs.~~

6. Administers federal jail grant including completes an online application process and collects and submits agency payroll and inmate data. Ensures the grant funding is received, distributed and charged to appropriate budget account.

7. Serves as Sheriff's Office Administration Information Center for public inquiries/requests. Refers callers or visitors to appropriate area or agency for response. Responds to various questions from County offices and outside agencies.

8. Types confidential correspondence, reports and documentation and makes travel arrangements for staff as needed. Assists in completing travel paperwork and taxable meal reimbursements.

9. Collects, itemizes, tracks and presents written and numeric reports to Administration as requested to depict historical ~~inmate~~ activities, staff hours or prepare reports for ~~State regulatory~~ other agencies.



10. Orders office/other supplies through purchasing and/or outside vendors for the ~~entire~~ Sheriff's Office. Maintains all forms and orders as needed.

~~12. Processes daily incoming and outgoing department mail.~~

11. Maintains ~~all~~ Sheriff's Office employee ~~personnel~~ files.

12. Perform other job-related duties as necessary or assigned.

### **Background Requisites**

#### **Education:**

High School diploma or GED equivalent required. Secretary or office training required. College level coursework in Business Administration, Accounting or related field preferred.

#### **Work Experience:**

~~Two (2) years of clerical experience required~~3-5 years of increasingly responsible accounting and administrative experience required.  
~~Accounting and cash handling experience preferred.~~

#### **Essential Skills:**

- Ability to utilize effective written, verbal and listening communication skills.
- Ability to exercise tact, courtesy and diplomacy in dealing with the general public, co-workers, outside agencies and County staff.
- Ability to operate general office equipment including: fax machine, computer, calculator, photocopier, cash register and scanner.
- Possess ability to effectively utilize basic computer skills in word processing, electronic spreadsheet and database applications.
- Possess ability to organize tasks to meet shifting priorities.
- Ability to work independently under general supervision.
- Possess basic mathematical skills to accurately record and balance cash and commissary inventory.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

**Physical/Mental Ability Requirements**

Incumbent frequently performs tasks while sitting or standing. Occasionally incumbent will lift objects weighing up to twenty (20) pounds and carry them up to ten (10) feet. Incumbent frequently performs data entry, utilizing a computer or calculator.

Prepared by:\_\_\_\_\_ Date\_\_\_\_\_

Approved by:\_\_\_\_\_ Date\_\_\_\_\_



DRAFT

## SCOTT COUNTY JOB DESCRIPTION

Class Title: Office Administrator

Working Title: Same

Department: Sheriff

Hay Point Value: 346TBD

### Job Summary

Serves as administrative officer for the Sheriff with responsibility in the following areas: supervision of office support staff; preparation and monitoring of departmental budget; implementation and utilization of computer technology. ~~- Responsible for d~~Determines ~~the~~ eligibility/feasibility of funding requests brought to the Sheriff's Office. Coordinates the day-to-day functions of civil and jail support areas to ensure effective operation. ~~Responsible for S~~Setting work rules and procedures. ~~-Responsible for accurate reporting of financial and office performance indicators for use in internal documents and required State/Federal reporting. Serves as Administrative Assistant to the Sheriff and~~Acts ~~acts~~ as liaison between Sheriff's Office and other County offices in administrative matters. May act on behalf of the Sheriff in his/her absence or as directed.

### Relationships

Reports to: Sheriff

Supervises: Senior Clerk(s), Senior Account Clerk(s), Clerk III(s)

Works with: All Sheriff's Office ~~staff~~employees, ~~other c~~County ~~employees~~staff, ~~- local, state and federal agencies and members of the public~~courthouse staff, outside agencies and jurisdictions, local, state and federal elected office holders and the general public.

### **Physical/Environmental Conditions**

Primarily indoor work with extensive computer utilization. May be exposed to angry/rude behavior, violence and stressful conditions due to customer and inmate contact.

### **Major Duties/Performance Measures**

1. Supervises department support staff in the administration, civil and jail divisions including but not limited to including but not limited to; monitoring work performance, coaching/counseling, conducting performance evaluations, establishing performance objectives, counseling and issuing disciplinary actions; authorization of leave time, provides recommendations for and authorization of training, and participates in the hiring process to include interviewing and selection.
2. Develops, establishes, and implements work rules for support staff in accordance with collective bargaining agreement and human resources policies.
3. Prepares Sheriff's Office annual budget requests and quarterly performance reports for review by the Sheriff and County Administration. Assists in development of the budget and compiles information. Evaluates and monitors expenditures to ensure sound fiscal management. Ensures proper payment and accounting for payment of Sheriff's Office invoices.
4. Makes recommendations to Sheriff on major equipment purchases and prepares documentation for presentation to the Board of Supervisors.
5. Serves as budget analyst for assigned departments and/or authorized agencies and assists with developing budgets in accordance with County standards.
6. Seeks, prepares, and/or submits grant applications and serves as grant fiscal officer. Administers multiple grants and reimbursement agreements. Tracks cost and invoice billings, reimbursement requests, and ensures compliance. Receives and evaluates funding requests and determines if grant funding is appropriate.
7. Serves as fiscal officer for Sheriff's Office Forfeited Assets fund. Tracks, monitors and prepare reports for associated financial records. Receives and evaluates fund requests for compliance.

8. Oversees Sheriff's Office computer utilization to ensure effective use of the system including department specific software and countywide applications. Works with Information Technology to coordinate and implement system enhancements. Serves as Subject Matter Expert (SME) and System Administrator for civil, weapons permit, and fingerprinting software. Coordinates implementation of system upgrades, training, maintenance, and reporting capabilities.
9. Serves as administrative assistant to the Sheriff. Composes and prepares correspondence and other documents for the Sheriff. Maintains calendars and monitors emails to the Sheriff's Office and responds to or distributes accordingly. Assists employees with administrative issues and serves as a liaison with other County offices. Attends bi-weekly command staff meetings.
10. Coordinates and updates Sheriff's Office web page and social media accounts. Responds to and/or facilitates Freedom of Information Act requests and other inquiries from county employees, members of the public, media, and outside agencies.
11. Coordinates deputy, correction officer, and reserve candidate testing.
12. Provides oversight and serves as backup for department payroll, accounts payable claims, and reconciliation of purchasing card program. Coordinates billing of outside agencies for Sheriff's Office fees.
13. Oversees several Sheriff's Office accounts including but not limited to: Jail Commissary, Jail Kiosk, Civil, and Property to ensure proper documentation, payment and auditing for compliance.
4. —  
—
2. ~~Composes and prepares a wide variety of correspondence and reports at the direction of the Sheriff. May delegate to support staff. Monitors emails to the Sheriff's Office and handles or distributes accordingly.~~
3. ~~Maintains a calendar of appointments for the Sheriff and keeps Sheriff advised on upcoming meetings and deadlines. Provide assistance to Sheriff in daily operations.~~
4. ~~Handles walk-in traffic by coordinating impromptu meetings, making appointments or handling situations directly for the Sheriff.~~
5. ~~Personally provides customer service in Sheriff's Office matters and services both over the phone and in person. Explains department policies and procedures. Conducts customer~~

~~Office Administrator — Cont'd —~~

~~Rev. 12/08~~

~~satisfaction surveys. Examines data and submits statistical reports to the Sheriff and Scott County Administration.~~

- ~~6. Attends and documents bi-weekly command staff meetings. Maintains a follow-up file of assignments for command staff.~~
- ~~7. Seeks grant funding opportunities. Coordinates administration of various grants and reimbursement agreements including; cost and invoice tracking, billings, reimbursement requests, grant application preparation, contract administration and compliance.~~
- ~~8. Oversees all Sheriff's Office new employee orientation to ensure familiarity of rules, regulations, standard operating procedures and Sheriff's Office Rules of Conduct.~~
- ~~9. Assigns new employee identification numbers, passwords, radios and maintains master files on such information. Uploads employees to various computer systems enabling employee access.~~
- ~~10. Prepares Sheriff's Office annual budget requests and quarterly performance reports for review by the Sheriff and County Administration. Monitors all expenditures to ensure sound fiscal management.~~
- ~~11. Serves as budget analyst for assigned departments.~~
- ~~12. Oversees Civil system computer utilization within the Sheriff's Office to ensure effective use of the existing system. Serves as the Subject Matter Expert (SME) and System Administrator for the Civil computer system. Provides initial training as well as all associated upgrade training for appropriate department staff. Responsible for implementation of system upgrades. Ensures data integrity by verification of input on a routine basis. Works with Information Technology and schedules necessary computer training.~~
- ~~13. Maintains records, cancels warrants and balances Sheriff's Office business checking account. Ensures proper payments and distribution of Sheriff's Office funds to County accounting system. Responsible for Sheriff's Office warrant reconciliation in order for Auditor to balance Sheriff's Office cash.~~
- ~~14. Ensures proper payment and accounting for payment of Sheriff's Office invoices. Monitors department expenditures. Reviews and signs all Sheriff's Office checks for reimbursements to clients and client agencies.~~
- ~~15. Submits all supporting documentation for state and federal forfeiture funds.~~

Office Administrator — Cont'd \_\_\_\_\_

Rev. 12/08

- ~~16. Coordinates Triad committee and is responsible for overseeing Triad projects. Coordinates and attends Community Policing Events with COPS officers. Serves as liaison between the committee members, the Sheriff's Office and outside agencies~~
- ~~17. Serves as back up administrator for Records system.~~
- ~~18. Serves as liaison between the Sheriff's Office and other County offices to ensure Iowa code compliance and ensure positive working relationships.~~
- ~~19. — Maintains department personnel vehicle assignments and license plate log.~~
- ~~20. Supervises payroll processing for the department. Ensures accurate and timely record maintenance and entry. Serves as back up as necessary.~~
- ~~21. Coordinates quarterly Scott County Police Administrative meetings.~~
- ~~22-24.~~ 22-24. Performs special projects and other job-related duties as necessary and/or assigned.

**Background Requisites**

Education:

\_\_\_\_\_ Bachelor's degree in Business Administration or related area-field required or commensurate training, education, and/or work experience is required.

Work Experience:

Three (3) to five (5) years of increasingly responsible administrative, budgeting and/or management experience required. Must have a minimum of three (3) years of supervisory experience. Previous work experience with computer technology required.

~~Three (3) years of responsible clerical/administrative assistant experience required. Three to five years experience in a supervisory capacity required. Knowledge of the Civil law process is helpful. Prior work experience with budgeting, accounting and computer technology is preferred.~~

Essential Skills:

- Ability to obtain MMPI proctor certification from the Iowa Law Enforcement Academy.
- ⊖• Ability to ~~utilize effective verbal, written and listening communication skills.~~ communicate effectively both orally and in writing.
- ⊖• Ability to develop highly effective relationships and use tact and professionalism when working with all levels of county employees, the public and various outside agencies.
- ⊖• Ability to effectively oversee and direct the work of others.
- ⊖• Ability to ~~perform intermediate mathematical functions.~~ analyze data and prepare reports.
- ⊖• Must possess ability and initiative to identify areas for office procedure and productivity enhancements.
- ⊖• Demonstrated ability to utilize personal computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- ⊖• Demonstrated ability to exercise independent judgment and make decisions within limits of authority.
- ⊖• Ability to maintain security and confidentiality of information.
- Ability to identify priorities and organize work to ensure tasks are completed accurately and within a timely manner.
- Ability to exercise independent judgment and make decisions within limits of authority.
- ⊖• Ability to utilize computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- Knowledge of governmental finance and accounting principles, personnel practices, and computer technology.
- Knowledge of legal procedures and law enforcement terminology.
- ⊖• Ability to exemplify, by his or her actions, the County's PRIDE philosophy.



**Physical and Mental Ability Requirements**

Incumbent required to spend equal period of time sitting and standing. Must be able to lift ~~Ability to lift~~ objects weighing up to twenty (250) pounds and carry them up to (120) feet. Incumbent may be exposed to angry/rude behavior, violence and stressful conditions due to customer and inmate contact. Heavy computer keyboard utilization.

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 22, 2018

#### APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS DISCUSSED DURING THE FISCAL YEAR 2019 BUDGET REVIEW PROCESS

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

Section 1. That the table of organization for the Administration Department be decreased by 0.5 FTE Fleet Manager and the table of organization for Secondary Roads be increased by 0.5 FTE Fleet Manager (total 1.0 FTE) to reflect position solely being under the supervision of Secondary Roads Department.

Section 2. That the table of organization for the Community Services Department be increased by 0.5 FTE Clerk II (total 1.0 FTE) to reflect the need for additional clerical services in the mental health program.

Section 3. That the table of organization for the Juvenile Detention Center be modified to reflect the addition of equivalency of 0.5 FTE for part-time Detention Youth Counselors for a total of 13.9 FTE Total, to reflect the need for additional program services.

Section 4. In the Facilities and Support Services Department the position of Maintenance Coordinator (1.0 FTE) is hereby upgraded from 300 to 332 Hay Points.

Section 5. In the Human Resources Department the position of Benefits Coordinator (1.0 FTE) is hereby upgraded from 198 to 220 Hay Points.

Section 6. In the Sheriff's Office the position of Senior Clerk (1.0 FTE) is hereby upgraded from 198 to 209 Hay Points.

Section 7. In the Sheriff's Office the position of Office Administrator (1.0 FTE) is hereby upgraded from 316 to 417 Hay Points.

Section 8. This resolution shall take effect July 1, 2018.