

HUMAN RESOURCES DEPARTMENT
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Date: February 12, 2019

To: Mahesh Sharma, County Administrator

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

Subject: FY20 Organizational Changes

Review of Organizational Change requests

The County did not accept any request for changes in classifications as part of the budget process for Fiscal Year 2020. Any necessary upgrades were addressed by Public Sector Personnel Consultant's as part to the market analysis of the overall Compensation and Classification Study.

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2020. Departments have requested a change in FTE (full time equivalent) level for these positions or the creation of new positions:

- Official Records Clerk (Auditor's Office) (+0.1 FTE)
- Investigator (Attorney's Office) (+1.0 FTE)
- Facilities Maintenance Worker (FSS) (+0.25 FTE)
- Corrections Health Nurse (Health) (+0.35 FTE)
- Building Inspector (Planning & Development) (+1.0 FTE)
- Code Enforcement Officer (Planning & Development) (-0.58 FTE)
- Sex Offender Registry Specialist (Sheriff's Office) (+1.0 FTE)
- Corrections Officer (Sheriff's Office) (+5.0 FTE)
- Deputy (Sheriff's Office/Patrol) (+3.0 FTE)
- Deputy (Sheriff's Office/Investigations) (+1.0 FTE)

Discussion of Budgetary Requests

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. Additionally affected department heads and elected officials have made presentations directly to the Board of Supervisor to justify the additional staffing requests.

The following changes are presented in the FY20 budget:

Auditor's Office

Official Records Clerk

The Auditor presented a requested to the Board on January 15 to move the Official Records Clerk from a 0.9 FTE to a 1.0 FTE due to increase in duties.

Attorney's Office

Investigator

The County Attorney presented a request to the Board on January 22 to add a new position to the office that would aid in prosecution of cases by preparing video evidence, and interviewing, contacting and locating witnesses. This would be a full-time 1.0 FTE position. Human Resources has worked with the Attorney's office on reviewing job descriptions and pay ranges for established Investigators in Linn, Black Hawk and Polk Counties. The recommendation is to place the position at salary range 28.

Facilities & Support Services

Facilities Maintenance Worker

The FSS Director spoke to the Board at the January 15 meeting and described the need to add the additional 0.25 FTE to this position to perform tasks that are currently being assigned to higher skilled staff. This would then free up the Senior Facilities Maintenance Worker to perform the increased workload for other tasks.

Health Department

Corrections Health Nurse

This requests comes from JDC due to an increased need to provide medical service such as, records and pharmaceutical management, physicals, communication with medical providers, etc. The Health Department currently provides the equivalency of 0.15 FTE nurses to assist JDC. The request is to add an additional 0.35 FTE (total 0.5 FTE) to extend the services provided through a dedicated part-time nurse.

Planning & Development

Building Inspector/Code Enforcement Officer

The request it to eliminate the part-time (0.58) seasonal Code Enforcement Officer and replace with a full-time Building Inspector to address additional inspection needs. We believe this will be cost neutral.

Sheriff's Office

Sex Offender Registry Specialist

The Sheriff presented the need to civilianize these duties at the September 4, 2018 Committee of the Whole. The Board at that time suggested the Sheriff temporarily fill the position and address the long term needs as part of the budgetary review. The position was reviewed at that time and equates to a 19 salary range.

Corrections Officer

The Sheriff initially requested an additional 5.0 FTE to address high turnover and overtime usage of staff. The Sheriff reduced his request on January 22, to 1.0 FTE so long as he continued to have the ability to overfill up to 4.0 FTE. He assured the Board due to the turnover factor he would not exceed his budget for salaries and hoped to decrease his overtime budget.

Deputy

The Sheriff presented to the Board on January 15 the need to have 3.0 FTE in the Patrol Division and 1.0 FTE in Investigations. The Sheriff indicated the the increase in deputies would see a reduction in response times (by decreasing call time waits as calls can stack) and provide more proactive patrol by deputies.

Proposed Action

The overall first year costs to the General Fund is \$690,744.99 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, 2019.

**Scott County
Recommended Organizational Changes
Fiscal Year 2020**

Department	Position	FTE	Salary - 2020				Taxes	Single Position	Extended Costs
			Including 2.25%	lpers	Other Benefits				
Auditor's Office	Official Records Clerk ²	0.10	5,115.47	482.90		391.33	5,989.70	5,989.70	
County Attorney	Investigator ³	1.00	57,567.77	5,434.40	21,719.00	4,403.93	89,125.10	89,125.10	
FSS	Maintenance Worker ²	0.25	9,822.00	927.00	224.00	450.00	11,423.00	11,423.00	
Health (via JDC)	Nurse	0.35	21,156.14	1,997.14	-	1,618.44	24,771.72	24,771.72	
Planning & Development	Building Inspector	1.00	47,361.18	4,470.90	21,719.00	3,623.13	77,174.20	77,174.20	
Planning & Development	Enforcement Officer	(0.58)	(22,204.00)	(2,096.00)	(92.00)	(1,699.00)	(26,091.00)	(26,091.00)	
Sheriff's Office	Sex Offender Registry Specialist	1.00	57,567.77	5,434.40	21,719.00	4,403.93	89,125.10	89,125.10	
Sheriff's Office	Corrections Officer	1.00	47,279.38	4,582.00	21,719.00	3,538.00	77,118.38	77,118.38	
Sheriff's Office	Deputy (Patrol)	3.00	54,462.44	5,179.38	21,719.00	4,166.38	85,527.19	256,581.58	
Sheriff's Office	Deputy (Investigations)	1.00	54,462.44	5,179.38	21,719.00	4,166.38	85,527.19	85,527.19	
		<u>8.12</u>	<u>441,515.46</u>	<u>41,950.24</u>	<u>173,884.00</u>	<u>33,395.28</u>		<u>690,744.99</u>	



DRAFT

SCOTT COUNTY JOB DESCRIPTION

Class Title: Sex Offender Registry Specialist
Working Title: Same
Department: Sheriff – Sheriff’s Office Administration
Hay Point Value: 177

Job Summary

Under supervision, registers and maintains sex offender registry records as required by state code. Obtains information from and registers new sex offenders as well as updates information for current registrants. Monitors offender status in regards to warrant or incarceration status. Assists with sex offender compliance checks as necessary.

Relationships

Reports to: Sergeant – Criminal Investigation Division
Supervises: N/A
Works with: Sheriff’s Office employees, other County employees, outside agencies/jurisdictions, and members of the public.

Physical/Environmental Conditions

Indoor office environment in a primarily secure area. May be exposed to angry, rude and/or violent behavior due to offender contact.

Major Duties/Performance Measures

1. Registers new sex offenders and updates information for current offenders in the Iowa Sex Offender Registry (ISORD) database and when necessary, completes hand written registrations when ISORD is off-line. Updates changes in New World System report writing database.
2. Communicates with surrounding Iowa and Illinois law enforcement and probation/parole agencies to share information on the movement and activity of sex offenders between communities.
3. Collects buccal swab DNA, photographs, and escorts new sex offenders to the jail to be

fingerprinted.

4. Maintains and updates ISORD's monthly verification list. Ensures required offenders appear in person during their respective verification month. Reports offenders who fail to appear to Detectives.
5. Monitors and provides Detectives updated lists of current sex offenders who are incarcerated or have Scott County warrants issued for them.
6. Assists in preparation and implementation of Scott County Sheriff's Office Sex Offender Compliance Check/Sweeps by collecting and providing offender information packets and pictures. Organizes and sorts packets in specific order to aide Deputies in locating offenders efficiently.
7. Accompanies and assists Detectives with compliances checks out of the office, including checking addresses provided by the offenders to ensure they are residing at given addresses.
8. Maintains accurate electronic and hard copy files of Scott County sex offenders.
9. Maintains accurate and up-to-date statistics of registrations, compliance checks, and arrests for non-compliance.
10. Utilizes Scott County GIS Mapping to check addresses for compliance with the SOR residency restriction.
11. Uses NCIC to run vehicle and driver's license information and to check wanted status on sex offenders.
12. Participates in the Scott County Sex Offender Task Force monthly meetings and provides offender registration information. Receives updates from other local law enforcement and non-law enforcement agencies.
13. Attends IOSRD annual symposium to remain current and shares information with law enforcement agencies across the state of Iowa.
14. Maintains supplies necessary to perform SOR tasks.
15. Provides back up for Clerk III as required.
16. Perform other job-related duties as necessary or assigned.

Background Requisites

Education:

High School diploma or GED equivalent required. Must obtain Certification in ISORD Registration within thirty (30) days of hire. Must pass the NCIC certification test within six (6)

months of hire.

Work Experience:

Two (2) years of clerical experience. Customer service experience preferred.

Essential Skills:

- Ability to utilize effective written, verbal and listening communication skills.
- Ability to exercise tact, courtesy, diplomacy and patience in dealing with members of the public, co-workers, outside agencies and County staff.
- Knowledge of applicable codes and regulations regarding the ISOR.
- Ability to operate general office equipment including: fax machine, computer, calculator, camera, photocopier, 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 maintain security and confidentiality of information.
- Ability to work independently under general supervision.
- 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 five (5) pounds and carry them up to ten (10) feet. Incumbent frequently performs data entry, utilizing a computer.

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 21, 2019

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS DISCUSSED DURING THE FISCAL YEAR 2020 BUDGET REVIEW PROCESS

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

Section 1. That the table of organization for the Auditor's Office be increased by 0.1 FTE Official Records Clerk (total 1.0 FTE).

Section 2. That the table of organization for the Attorney's Office be increased by 1.0 FTE for the new position of Investigator (total 1.0 FTE). The position shall be placed at a salary range 28.

Section 3. That the table of organization for the Facilities and Support Services Department be modified to reflect the addition of equivalency of 0.25 FTE for Facilities Maintenance Worker for a total of 2.0 FTE Total, to reflect the need for additional services.

Section 4. That the table of organization for the Health Department be modified to reflect the addition of equivalency of 0.35 FTE for Corrections Health Nurse for a total of 4.35 FTE Total, to reflect the need for additional services in the Juvenile Detention Center.

Section 5. That the table of organization for the Planning and Development Department be decreased by 0.58 FTE Code Enforcement Officer

and the table of organization be increased by 1.0 FTE Building Inspector (total 2.0 FTE) to reflect increase need for inspections.

Section 6. That the table of organization for the Sheriff's Office be increased by 1.0 FTE for the new position of Sex Offender Registry Specialist (total 1.0 FTE). The position shall be placed at a salary range 19.

Section 7. That the table of organization for the Sheriff's Office be increased by 1.0 FTE Corrections Officer (total 60.0 FTE). That the Sheriff additionally is permitted to recruit and hire up to 4.0 FTE Corrections Officers as an "overfill" so long as the budget for salaries is not exceeded.

Section 8. That the table of organization for the Sheriff's Office be increased by 4.0 FTE Deputy (total 34.0 FTE). Three deputies shall be budgeted in the Patrol division and one deputy the Criminal Investigation Division.

Section 9. This resolution shall take effect July 1, 2019. However, paragraph 5 is effective April 1, 2019.