

HUMAN RESOURCES DEPARTMENT  
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**Date:** April 27, 2020

**To:** Mahesh Sharma, County Administrator

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

**Subject:** FY21 Organizational Changes -- Classification Specialist

The following organizational change requests was submitted as part of the budget process for Fiscal Year 2021. Departments have requested a change in FTE (full time equivalent) level for these positions:

- Classification Specialist (Sheriff's Office) (-2.0 FTE/+2.0 FTE Corrections Sergeants)

### **Discussion**

Changes to the table of organization or budgetary requests are merely increasing or decreasing the number of positions organizationally and did not require review by PSPC. For departments requesting a change in FTE level, staff obtained data from the affected departments as noted 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.

### **PSPC Recommendations**

#### **Budgetary Requests**

*Classification Specialist (Sheriff's Office) (-2.0 FTE/+2.0 FTE Corrections Sergeants)*

The Sheriff is requesting to move the current two Classification Specialists into the title and position of a Corrections Sergeant. The request does not create any new FTEs but the effect on the table of organization would be to eliminate the 2.0 FTE of Classification Specialist and add 2.0 FTE to the position of Corrections Sergeant for a total of 16.0 FTE. The requested change would result in the positions moving from range 24 to 29 and from regular class to protected

class in IPERS. The change results in an additional annual cost of approximately \$12,000.

Human Resources does not recommend the change for the following reasons. First PSPC reviewed the position and wage rate within the last 12 months and in their professional judgment determined it was appropriately paid at range 24. In 2015 the Hay Committee reviewed the position and determined at that time it did not meet the qualifications under that compensation system for a rate increase. Additionally in 2015 the county received confirmation from IPERS that the position duties did not meet the qualifications under state law to be considered protected class. The position also was reviewed in 2009 by the Hay Committee with no recommendation for increase. Because the position has been reviewed for three times in the last 10 years with no recommendation for increases, it does not seem to financially warrant a rate increase.

The Wold/Justice Planners' JDC and Jail Assessment study (2019) does not address compensation, but does address the potential need for additional Classification Specialists should the inmate population continue to grow. The number of employees needed to perform the workload should not be confused by the amount of compensation required to complete the job. PSPC's analysis established the appropriate wage range. If there is workload that exceeds the two Classification Specialist now or in the future it should be addressed through staffing not compensation.

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

April 30, 2020

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS RELATED TO  
THE CLASSIFICATION SPECIALIST IN THE SHERIFF'S OFFICE AS DISCUSSED  
DURING THE FISCAL YEAR 2021 BUDGET REVIEW PROCESS

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

Section 1. That the table of organization for the Sheriff's Office be increased by 2.0 FTE Corrections Sergeant (total 16.0 FTE) and the decrease of 2.0 FTE of Classification Specialist (total 0.0 FTE).

Section 2. This resolution shall take effect July 1, 2020.