

HUMAN RESOURCES DEPARTMENT
600 W. 4TH Street
Davenport, IA 52801

Office: (563) 326-8767
Fax: (563) 328-3285
www.scottcountyiowa.com



Date: May 5, 2020

To: Mahesh Sharma, County Administrator

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

Subject: FY21 Organizational Changes - excluding new positions

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2021. These requests were reviewed by Public Sector Personnel Consultant's (PSPC) as an extension of their market analysis of the overall Compensation and Classification Study.

- Senior Engineering Technician (Secondary Roads) (+0 FTE)
- Cashier (Treasurer's Office) (+0 FTE)

Additionally there were two request for title changes of positions. The Attorney's office requested that the Administrative Assistant be changed to a Legal Secretary. Both are paid in the same range and provide similar duties. As this is an AFSCME position we presented the recommended change to the union and had no objection. The Conservation Department requested that the Naturalist Program Manager title be changed to Environmental Education Program Manager to more accurately reflect the duties. These changes are incorporated in the resolution.

Discussion

For the positions that are requesting upgrades, the departments were instructed to only submit requests that presented significant changes since the Position Analysis Questionnaires (PAQs) were submitted for review in March, 2018. Market changes will be reviewed periodically. The only request submitted meeting those qualification is the Cashier position in the Treasurer's Office.

PSPC Recommendations

PSPC has reviewed the following positions and presented their recommendations to Human Resources. Human Resources concurs with the recommendations:

Senior Engineering Technician (Secondary Roads) (+0 FTE)

Secondary Roads has asked to create a new “senior” position for the Engineering Technician that would be skilled to perform bridge inspections. At this time no current staff member qualifies and it is not adding an additional position to the table of organization. The desire is to encourage the current Engineering Technicians to obtain the necessary education and certifications to be able to perform the tasks. Per Policy D, in the future the department could ask to reduce a Engineering Technician position and add a Senior Engineering Technician through the budget process. The PAQ for the position was reviewed by PSPC and they recommend it be slotted in the Pay Plan at range 26. There is no cost to this change in FY21.

Cashier (Treasurer’s Office) (+0 FTE)

The position prepares daily bank deposits and reconciles receipts of millions of dollars annually. During the compensation and classification study the supervisory position was vacant and the initial PAQ is believed not to reflect the level of responsibility associated with the position. Additionally the title was determined not to accurately reflect the position, so it is recommended to change the title to Revenue Collection Specialist. The PAQ for the position was reviewed by PSPC and they recommend it be slotted in the Pay Plan at range 20. As this is an AFSCME position we presented the recommended change to the union and had no objection. The additional annual cost of this change is \$4,311, which includes the salary increase, IPERS and FICA. We feel that this change should be made at this time as it corrects an oversight and was tentatively agreed to with AFSCME in November, 2019.

Proposed Action

It is recommended that these changes take effect July 1, 2020.

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

May 14, 2020

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS 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 Attorney's Office be increased by 1.0 FTE Legal Secretary (total 3.0 FTE) to reflect the title change of the Administrative Assistant and the decrease of 1.0 FTE of Administrative Assistant (total 0.0 FTE).

Section 2. In the Conservation Department the position of Naturalist Program Manager (0.0 FTE) is hereby changed to Environmental Education Program Manager (1.0 FTE).

Section 3. That the table of organization for the Secondary Roads Department be permitted to allow for the position Senior Engineering Technician (0.0 FTE), so as to encourage staff to meet requirements for future promotional opportunities pursuant to Policy D. The position shall be placed at a salary range 26.

Section 4. In the Treasurer's Office the position of Cashier (0.0 FTE) is hereby changed to Revenue Collection Specialist (1.0 FTE) and upgraded from salary range 18 to 20.

Section 5. This resolution shall take effect July 1, 2020.