

HUMAN RESOURCES DEPARTMENT  
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**Date:** March 16, 2021

**To:** Mahesh Sharma, County Administrator

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

**Subject:** FY22 Organizational Changes

**Review of Organizational Change requests**

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2022.

- Roadside Vegetation Specialist (Secondary Roads) (+0 FTE)

These organizational change requests were submitted as part of the budget process for Fiscal Year 2022. Departments have requested a change in FTE (full time equivalent) level for these positions:

- Legal Secretary (Attorney's Office) (+1.0 FTE)
- Paralegal (Attorney's Office) (+1.0 FTE)
- Senior Office Assistant (Attorney's Office) (+1.0 FTE)
- Electronics System Technician (FSS) (-1.0 FTE)
- Senior Electronics System Technician (FSS) (+1.0 FTE)
- Detention Youth Counselor (JDC) (-1.0 FTE)
- Detention Shift Supervisor (JDC) (+1.0 FTE)
- Multi Service Clerk (Treasurer's Office) (+1.0 FTE)

**Discussion**

We're still within the parameters of the extensive compensation and classification study approved in 2019, thus there are few positions that have significantly changed since that time. Market changes will be reviewed periodically. The only request submitted regarding a change in duties and seeking reclassification is the Roadside Vegetation Specialist position in the Secondary Roads Department.

There were no requests for new positions, thus no PAQs were submitted to PSPC this fiscal year. Typically they would review relevant internal and external comparable jobs and any market factors related to the position. PSPC would then make a recommendation to Human Resources on where to place or slot the position in the Pay Plan.

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 for consideration by the Board. In order to determine the appropriateness of the request the factors considered are increased volume of work, greater efficiencies, and change in key personnel.

### **Reclassification Requests**

#### *Roadside Vegetation Specialist (Secondary Roads) (+0 FTE)*

The County Engineer has requested that the state code duties of the “Weed Commissioner” be added to the duties of the Roadside Vegetation Specialist. We have reviewed the jobs of other counties for the individual assigned those duties. The individual assigned as Weed Commissioner is at various levels across that state, it can be the County Engineer, at the level of a division manager, a Park Ranger in Conservation or a union level staff member with a spraying license. Many counties have these duties assigned to the individual responsible for Integrated Roadside Vegetation Management (IRVM). Although the duties across the state are paid at various levels, after reviewing the state reporting requirements a slight adjustment to the salary scale can be justified. The current pay range is 26 and after reviewing the duties and internal comparables we recommend moving it to pay range 27.

### **Budgetary Requests**

#### *Legal Secretary (Attorney’s Office) (+1.0 FTE)*

#### *Paralegal (Attorney’s Office) (+1.0 FTE)*

#### *Senior Office Assistant (Attorney’s Office) (+1.0 FTE)*

During the FY21 budget process the County Attorney requested two additional Assistant Attorneys. A study was performed by Vera Causa to address the increase workload. The results of the study were presented September 3, 2020 to the Board. The study recommended the additional staffing of 11 new attorneys, 5 investigators, 2 victim services specialists and 1 office support. Two new attorneys were added to the organizational chart effective January 1, 2021. The County Attorney has reviewed the study and rather than adding additional attorneys, he feels that additional support staff can redirect some work away from the attorneys at less cost. Space requirements are being addressed with a current remodeling project.

Electronics System Technician (FSS) (-1.0 FTE)  
Senior Electronics System Technician (FSS) (+1.0 FTE)

When completing the Compensation and Classification Study we created a position for a Senior Electronics System Technician. The position was created to address an employee with advanced training, experience and skill set. Policy D requires the department to request that the Board modify the organizational set prior to making this modification. An FSS Electronic System Technician now meets the qualifications in the job description to be moved to the position of Senior Electronics System Technician.

Detention Youth Counselor (JDC) (-1.0 FTE)  
Detention Shift Supervisor (JDC) (+1.0 FTE)

The Juvenile Detention Center is requesting the ability to eliminate a Detention Youth Counselor and replace the position with a Detention Shift Supervisor. The request is for the supervisor to be available to oversee the community based programs. The individual also would remain available for the staff compliment required by law, so they do not anticipate an increase in part-time or PRN staffing hours. This also increases the ratio of supervisors to subordinates in the center.

Multi Service Clerk (Treasurer's Office) (+1.0 FTE)

During FY21 budget process the Treasurer's office requested two additional Multi-Service Clerks. Their worksheet and supporting documentation illustrates a steady rise in workload. The overall workload creates a situation where they're behind in dealer transfers, salvage titles and junking certificates. Workload that could be performed by a Multi-Service Clerk is being performed by higher level staff, which ultimately impacts their duties. The Board delayed the hiring of the new Multi-service clerk until October, 2020, due to Covid-19 review of the budget. The Treasurer is requesting the second Multi-Service Clerk be added this fiscal year. Past remodeling has addressed the space requirements.

**Proposed Action**

The annual costs to the General Fund is \$293,953 as itemized in the attached spreadsheet. If approved these changes are scheduled to take effect January 1, 2022, as agreed to with the affected departments, for a cost to FY22 of \$147,000.

**FY22**

| <b>Department</b> | <b>Position</b>                 | <b>FTE Change</b> | <b>Additional Salary</b> | <b>Benefits<sup>1</sup> &amp; Taxes</b> | <b>Total</b>     |
|-------------------|---------------------------------|-------------------|--------------------------|---|------------------|
| Secondary Roads   | Roadside Vegetation Specialist  | 0                 | \$3,103                  | \$530                                   | <b>\$3,633</b>   |
| JDC               | Detention Shift Supervisor      | 1                 | \$9,500                  | \$1,624                                 | <b>\$11,124</b>  |
| JDC               | Detention Youth Counselor       | -1                | \$0                      |   |                  |
| Treasurer         | Multi-Service Clerk             | 1                 | \$34,507                 | \$27,171                                | <b>\$61,678</b>  |
| FSS               | Electronics System Technician   | -1                | \$0                      |   |                  |
| FSS               | Senior Electronics Systems Tech | 1                 | \$2,681                  | \$458                                   | <b>\$3,139</b>   |
| Attorney          | Legal Secretary                 | 1                 | \$41,933                 | \$28,440                                | <b>\$70,373</b>  |
| Attorney          | Paralegal                       | 1                 | \$53,518                 | \$30,420                                | <b>\$83,938</b>  |
| Attorney          | Senior Office Asst              | 1                 | \$36,234                 | \$27,466                                | <b>\$63,700</b>  |
| <b>total</b>      |                                 | <b>4</b>          | <b>\$181,476</b>         | <b>\$116,110</b>                        | <b>\$297,586</b> |

**CY21 Insurance**

|                       |          |
|-----------------------|----------|
| Single (less premium) | \$8,472  |
| Family (less premium) | \$21,274 |

Notes:

1. Benefits includes IPERS & FICA

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

March 18, 2021

#### APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS DISCUSSED DURING THE FISCAL YEAR 2022 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 4.0 FTE).

Section 2. That the table of organization for the Attorney's Office be increased by 1.0 FTE Paralegal (total 2.0 FTE).

Section 3. That the table of organization for the Attorney's Office be increased by 1.0 FTE Senior Office Assistant (total 3.0 FTE).

Section 4. That the table of organization for the Facility and Support Services Department be increased by 1.0 FTE Senior Electronics System Technician (total 1.0 FTE) and the decrease of 1.0 FTE of Electronics System Technician (total 1.0 FTE).

Section 5. That the table of organization for the Juvenile Detention Center be increased by 1.0 FTE Detention Shift Supervisor (total 3.0 FTE) and the decrease of 1.0 FTE of Detention Youth Counselor (total 10.0 FTE).

Section 6. That the position of Roadside Vegetation Specialist (1.0 FTE) is hereby upgraded from salary range 26 to 27.

Section 7. That the table of organization for the Treasurer's Office be increased by 1.0 FTE Multi-Service Clerk (total 19.0 FTE).

Section 8. This resolution shall take effect January 1, 2022.