

HUMAN RESOURCES DEPARTMENT

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Date: June 29, 2021
To: Mahesh Sharma, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Organizational Changes FY22 - Effective Date

On March 18, 2021 the Board of Supervisors approved the organizational change requests for FY22. At the time there were some uncertainties with the ability to balance the budget and the departments agreed to defer the changes until January 1, 2022. We have received requests from two departments to move the effective date up on the organizational changes. The Juvenile Detention Center would like to proceed with the promotional process by eliminating a Detention Youth Counselor and adding the position of a Detention Youth Supervisor to oversee the growth of programs. This change was \$11,124 for the full year. The County Attorney currently is filling a vacancy for a Legal Secretary and was eligible in January to add an additional position of a Legal Secretary. They would like to utilize the current recruitment and add both positions at this time for training and to address the reopening of the courts post pandemic. The full year costs of this position was \$70,373.

Although we don't anticipate the other 3 positions to be filled immediately, we believe it would be fair to all departments to address any change in the effective date of the resolution equally. In our discussions with the Budget and Administrative Services Director we agreed the costs could likely be taken from any fund balance. The savings anticipated from the delay in the organizational changes to January 1, 2022 were \$147,000.

Cc: David Farmer, Budget and Administrative Services Director

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

July 8, 2021

APPROVING A NEW EFFECTIVE DATE FOR THE CLASSIFICATION AND STAFFING ADJUSTMENTS FOR FISCAL YEAR 2022

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

WHEREAS; On March 18, 2021 the Board of Supervisors passed a resolution approving the classification and staffing adjustments for fiscal year 2022 with an effective date of January 1, 2022; and

WHEREAS; the Board of Supervisors is in agreement to move up the effective date of the resolution hereto attached as Attachment A.

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

Section 1. That the Board of Supervisors shall modify the effective date of Attachment A so that it is effective July 9, 2021.

Section 2. This resolution shall take effect immediately.

Attachment A

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.