

**Scott County Auditor's Office**  
**Auditor Kerri Tompkins**  
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January 20, 2022

To: Board of Supervisors

From: Kerri Tompkins, Auditor

Re: Organizational Changes

Please review the attached organizational chart and know the proposed organizational changes are to better meet the needs of the community. The proposed changes are based upon several factors; current employees whom are expected to retire before December 31, 2022, updating job descriptions to match job duties, keeping the budget cost neutral once these are fully implemented and with a long-term vision for the next 5-10 years. In addition, increased office stability (not based upon elected officials) with the transition of the current Deputy position.

All current job descriptions were reviewed with the Management Team for accuracy and to identify service gaps within the office. Per the process, several descriptions were sent out for HR review via PSPC (Public Sector Personnel Consultants) for further evaluation and guidance. PSPC fully supported the proposed changes via their review.

The vision includes the following:

Transition the current Deputy-Tax position to a Tax Manager with the Platroom Specialist and GIS Parcel Tech reporting to this position. In addition, the Tax Manager will have all tax related duties that were previously under the Accounting & Tax Manager.

Change the current Accounting & Tax Manager position to the Accounting & Business Manager. This position will acquire the current business roles of the Operations Manager, as well as newly identified office tasks, in addition to being the identified back-up for tax responsibilities and the Auditor.

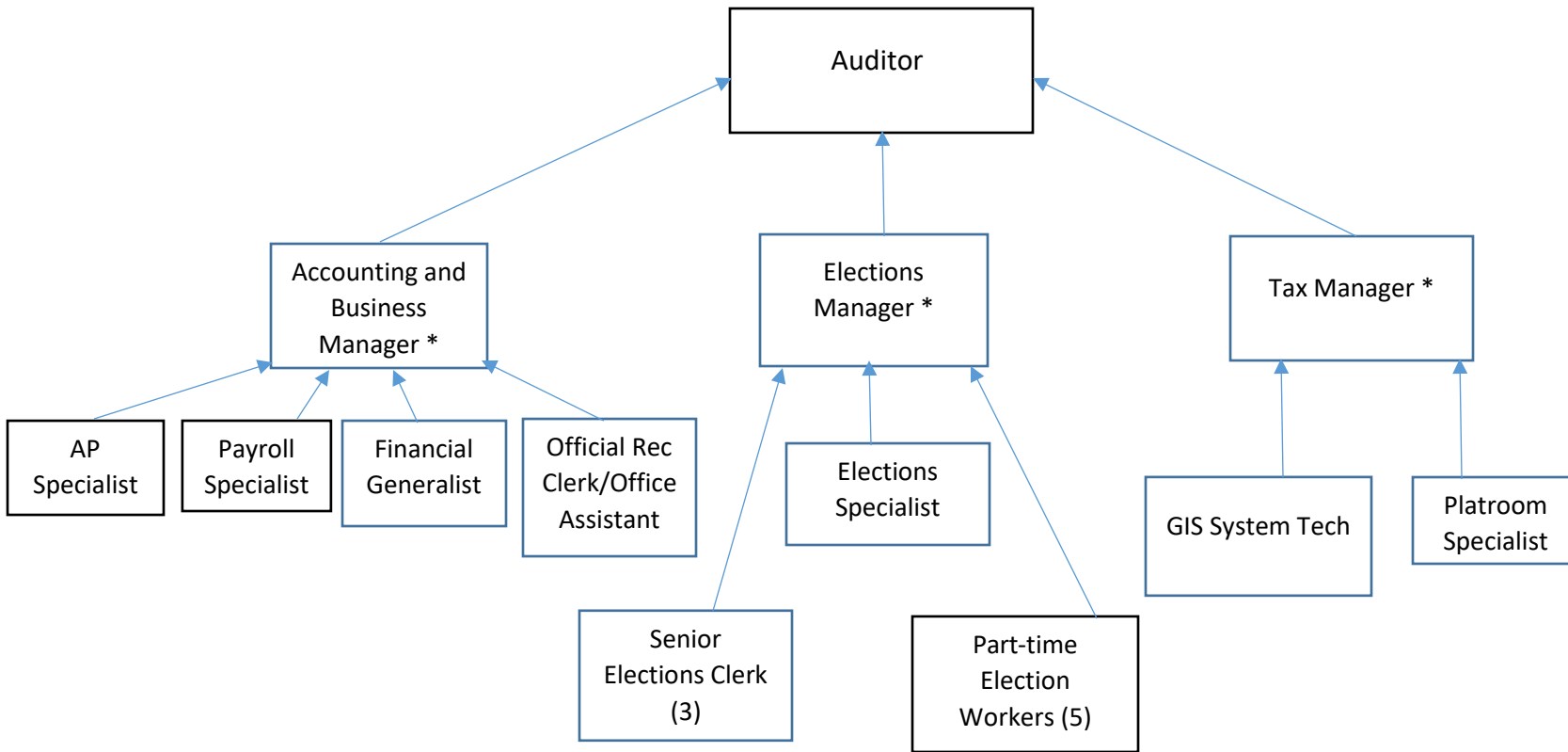
Under the new Accounting & Business Manager, there will be one AP Specialist, a Payroll Specialist, a Financial Generalist and the Official Records Clerk. A current PT AP Specialist is expected to retire early 2022. This PT position will not be filled at this time. One current Payroll Specialist will change to the Financial Generalist and serve as a back-up to each position within the department, while assisting with larger projects as well.

The elections department is expected to lose two important positions to retirement in 2022, the Operations Manager and a Senior Elections Clerk. One mid-summer and the other could be mid-summer or after the 2022 general election. Due to a planned general election, it will be important to be prepared ASAP for training purposes and minimize service gaps.

The Operations Manager will not be replaced after retirement. Therefore, one proposed change is the current Elections Supervisor will become the Elections Manager with increased responsibility. In addition, a new Elections Specialist position will be added with a hiring goal of early 2022. This position will report to the Elections Manager with a focus on IT and will also serve as a back-up for the department to assist where needed during high volume periods. In addition, the current Elections Clerk position will be eliminated and will become an additional Senior Elections Clerk. Last, there will be five Permanent PT Election Clerks to have increased training and be available during busy election peaks.

These five positions will replace some of the existing temporary election workers already in the budget. The goal for these five positions is to increase stability and minimize FT staff responsibilities during high volume periods so FT staff can focus on higher level tasks. The vision is to fill these positions in the spring of 2022 to assist with the primary and then the general election in the fall.

I appreciate your time and consideration in supporting these changes. Thank you.



**Auditor's Office FY2023 Proposed Org Chart**

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

January 20, 2022

#### APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS PART OF THE AUDITOR'S OFFICE REORGANIZATION

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 decreased by 1.0 FTE Payroll Specialist (total 1.0 FTE).

Section 2. That the table of organization for the Auditor's Office be increased by 1.0 FTE Finance Generalist (total 1.0 FTE). The position shall be placed at the salary range 25.

Section 3. That the table of organization for the Auditor's Office be increased by 0.15 FTE Elections Clerk (total 1.15 FTE). This is accomplished by the decrease of a full time Election Clerk and increase of 5 part time Election Clerks working 2,400 hours annually or 1.15 FTE.

Section 4. That the table of organization for the Auditor's Office be increased by 1.0 FTE Senior Election Clerk (total 3.0 FTE).

Section 5. That the table of organization for the Auditor's Office be increased by 1.0 FTE Election Specialist (total 1.0 FTE). The position shall be placed at the salary range 26.

Section 6. That the table of organization for the Auditor's Office be decreased by 1.0 FTE Election Supervisor (total 0.0 FTE).

Section 7. That the table of organization for the Auditor's Office be increased by 1.0 FTE Election Manager (total 1.0 FTE). The position shall be placed at the salary range 34.

Section 8. That the table of organization for the Auditor's Office be decreased by 1.0 FTE Deputy Auditor - Tax (total 0.0 FTE).

Section 9. That the table of organization for the Auditor's Office be increased by 1.0 FTE Tax Manager (total 1.0 FTE). The position shall be placed at the salary range 34.

Section 10. In the Auditor's Office the position of Accounting and Tax Manager (1.0 FTE) is hereby retitled to Accounting and Business Manager and the position shall be placed at salary range 35.

Section 11. That the table of organization for the Auditor's Office be decreased by 1.0 FTE Operations Manager - Auditor (total 0.0 FTE).

Section 12. That the table of organization for the Auditor's Office be decreased by 0.5 FTE Accounts Payable Specialist (total 1.0 FTE).

Section 13. That paragraph 10 of this resolution shall not take effect until the current incumbent leaves employment and shall remain at range 36 during the incumbent's employment. That paragraph 11 of this resolution shall take effect December 31, 2022. That paragraph 12 of this resolution shall take effect February 12, 2022. That the remainder of this resolution shall take effect immediately.