

Human Resources Department

600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: January 11, 2022

To: Mahesh Sharma, County Administrator

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

Subject: Organizational Change Recommendations - Human Resources Department

I am submitting an organizational change request to replace the Benefit Specialist position with a Human Resources Generalist to my department outside of the budget process. This change meets the requirements considered per the County Classification and Compensation policy. The justification for doing the organizational changes outside of the budget process is that there has been recent changes in the Benefit Specialist position. I originally intended to submit the change as part of the budget process, but with the recent turnover it is more efficient to request the change now and recruit for the position in the coming months than wait until July 1.

The cost differential in the two positions is \$7,672. The upgrade of the position will allow us to attract a more versatile individual for the position. In my tenure there have been 128.59 (County + SECC/EMA) new positions added to the workforce for which we provide personnel services. A past SHRM study recommended ratio of HR staff to personnel for a medium size organization is between 1.03 to 1.22 or 6-7 HR staff. We have 3.5 FTE. One of the things that allows us to function with minimal staff is the investment in technology. Technology such as Neogov (applications/performance evaluations), ERP and ECM allow us to be more efficient and many employee's self-service functionality. By requesting an upgrade to the position we remain fiscally responsible but have more flexibility in assigning tasks and skills amongst the existing staff. We are working with FSS to modify work space as part of the budget, as it is essential that HR staff have office space to hold confidential discussions with staff members.

I will be presenting a request as part of the budget process to add a part time Office Assistant to the department to assist in departmental administrative tasks.

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 IN THE HUMAN RESOURCES DEPARTMENT

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

Section 1. That the table of organization for the Human Resources Department be increased by 1.0 FTE to reflect the addition of a Human Resources Generalist position (total 3.0 FTE).

Section 2. That the table of organization for the Human Resources Department be decreased by 1.0 FTE to reflect the elimination of the Benefits Specialist position (total 0.0 FTE).

Section 3. This resolution shall take effect immediately.