

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

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



Date: March 8, 2022

To: Mahesh Sharma, County Administrator

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

Subject: FY23 Organizational Changes

Review of Organizational Change requests

The following reclassification requests were submitted organizational changes as part of the budget process for Fiscal Year 2023:

- Office Assistant (Community Services) (+0 FTE)
- Senior Administrative Assistant (Community Services) (+0 FTE)
- Sex Offender Registry Specialist (Sheriff) (+0 FTE)

These organizational change are existing positions that the department is requesting a change in FTEs for Fiscal Year 2023:

- Intern (Budget & Administrative Services) (+0.25 FTE)
- Golf Maintenance Technician (Conservation) (-1.0 FTE)
- Maternal, Child Adolescent Nurse (Health) (+0.10 FTE)
- Senior Administrative Assistant (Health) (+1.0 FTE)
- Office Assistant (Human Resources) (+1.0 FTE)
- Classification Specialist (Sheriff) (+1.0 FTE)
- Deputy (Sheriff) (+5.0 FTE)
- Sheriff's Lieutenant (Sheriff) (+1.0 FTE)
- Corrections Sergeant (Sheriff) (+4.0 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 warranting reclassification. Market changes would not be reviewed for a few years and would need to be considered with current economic impacts. The requests submitted demonstrated significant

changes in duties. These requests were required to complete a Position Analysis Questionnaire (PAQ) and were submitted to Public Sector Personnel Consultants (PSPC) for review and analysis. PSPC reviewed relevant internal and external comparable jobs and any market factors related to the position. PSPC then made 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, departments made presentations to the Board regarding 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

Office Assistant (Community Services) (+0 FTE)

The Mental Health Region CEO requested the upgrade of the position on behalf of the Eastern Iowa MHDS Region. The request is to direct higher skill set tasks to the current incumbent related to regional activities. The current pay range is 16 and after PSPC reviewed the duties elaborated in the PAQ and internal comparables they recommend moving it to the Senior Office Assistant title and pay range 18.

Senior Administrative Assistant (Community Services) (+0 FTE)

A reclassification was requested to address additional responsibilities related to the Eastern Iowa MHDS Region financial and grant responsibilities. The position is considered a statewide subject matter expert on financial software for the Community Service Network. The position tracks financial payments and billings for the five county region. The current pay range is 23 and after PSPC reviewed the duties elaborated in the PAQ and internal comparables the recommendation is to change the job title to Administrative Support Specialist and set the pay range at 25.

Sex Offender Registry Specialist (Sheriff) (+0 FTE)

The position was added as a temporary position in October, 2018 and added to the table of organization in FY20. Due to timing this position was not included in the classification and compensation study, so the PAQ was presented to PSPC for review along with the new duties. Their recommendation is to increase the pay range to 20.

Budgetary Requests

Intern (Budget & Administrative Services) (+0.25 FTE)

The Director has requested the ability to utilize a paid finance intern for educational and operational use in the department. Paid internships are available in Planning and Health Departments. The request is to start the position in May, 2022 so that the full summer of assistance can be realized.

Golf Maintenance Technician (Conservation) (-1.0 FTE)

On November 23, 2021 the Board approved the addition of the Golf Superintendent position to the Conservation table of organization. At the time it was anticipated that there would be an internal promotional opportunity and the elimination of the corresponding position. As promised the table of organization is now being adjusted to eliminate the Golf Maintenance Technician position. This change will take effect immediately.

Maternal, Child, Adolescent Nurse (Health) (+0.10 FTE)

This is an established position in the Health Department that is budgeted as a 0.40 FTE. The incumbent has been working hours that better align to a 0.50 FTE so we're merely making a minor adjustment to the table of organization.

Senior Administrative Assistant (Health) (+1.0 FTE)

As presented to the Board on January 20th, the Health Department has done an extensive reorganization. As part of the reorganization they are requesting an additional position be added to the table of organization, specifically a Senior Administrative Assistant. This position will be responsible for supporting activities related to the Board of Health and complex clerical assignments. The position will serve as the liaison and coordinator with the Medical Examiner Program for the department. The duties align with the established position of a Senior Administrative Assistant in the organization and will be placed at a pay range of 23.

Office Assistant (Human Resources) (+1.0 FTE)

As presented to the Board on January 20th, the Human Resources Department has experienced increasing demands as staffing countywide and in supported component units has continued to grow. The Board has approved the upgrade of the Benefit Specialist. The addition of a new position, Office Assistant, will allow lower skilled clerical tasks to support the Generalists and Director. The duties align with the established position of a Office Assistant in the organization and will be placed at a pay range of 16.

Classification Specialist (Sheriff) (+1.0 FTE)

The Sheriff cites the July 2019 study by Wold, the Juvenile Detention Center (JDC) and Jail Assessment, to justify an additional Classification Specialist (p. 99), which recommends of a ratio of classification specialists to inmates of 1:125. There are currently 2 classification specialists. The average number of inmates for CY21 was 262 which equates to a need for 2.096 classification specialists. The Sheriff indicates a need for additional focus by these staff on Prison Rape Elimination Act (PREA) screenings, court ordered releases and managing inmate workers. The study states that these positions do not require relief coverage (p. 98). However, FY21 overtime costs for the current positions was 470 hours (0.23 FTE) at the cost of \$20,761, which may be reduced through expanding hours and different scheduling with additional staff.

Corrections Sergeant (Sheriff) (+4.0 FTE)

The Sheriff again cites the July 2019 study by Wold on the JDC and Jail Assessment to justify additional sergeants. There currently are 14 sergeants, with 12 assigned to shifts, 1 training, and 1 programs. The study indicated a need for additional sergeants to address the relief factor and recommended a total of 17 sergeants were needed, with 15 assigned to shifts (p. 98). The study does not address any recommendations for division of shifts or squads to best utilize an additional 3 sergeants. The Sheriff request for 4 is to place one per shift/squad to address relief and assist with administrative duties. Consideration on the timing of any promotions should be made with current staffing demands.

Deputy (Sheriff) (+5.0 FTE)

The July 2020 study by Matrix Consulting Group addressed the overall staffing of sworn deputies. The request is for 5 new deputies to address the study recommendations. In July 2018 there were 31 Deputies, excluding managers and supervisors. In October 2020 the Board added 7 deputies to the table of organization, totaling 38 deputies. The request to add 5 additional deputies would bring the total to 43. The study indicates a need for 42 deputies. The difference appears to be the recommendation in the study of moving a deputy assigned property/evidence duties to a civilian position. The study's reasoning for an increase to 42 deputies was the benefits of creating a fourth patrol district or rover position. The Sheriff has stated a desire to increase the minimum staffing on patrol.

Sheriff's Lieutenant (Sheriff) (+1.0 FTE)

The July 2020 study by Matrix Consulting Group addressed the need for a night shift lieutenant in patrol. The lieutenant position had previously been eliminated in December 2016. The Sheriff has indicated that he moved the lieutenant in Criminal Investigation Division, so effectively this additional lieutenant would be moved to that position.

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

During FY21 budget process the Treasurer's office requested two additional Multi-Service Clerks. One position was added in FY 21 and another in FY22 for a total of 19 FTE. The department is requesting an additional FTE for FY23 stating that they're still experiencing challenges keeping up with phone calls, increased demand for "blackout" plates, and online renewals of plates and tax payments. The workload continues to create delays in dealer paperwork.

Proposed Action

Many of the positions result in needs for additional equipment or office space that would be addressed through the Capital Budget. The annual costs to the General Fund is \$1,223,283 as itemized in the attached spreadsheet. If approved these changes are scheduled to take effect July 1, 2022, unless noted otherwise.

FY23 Organizational Changes:

| <u>Department</u> | <u>Position</u> | <u>FTE Change</u> | <u>Additional Salary</u> | <u>Benefits & Taxes</u> | <u>Total</u> |
|----------------------------------|--------------------------------------|-------------------|--------------------------|-----------------------------|--------------------|
| Budget & Administrative Services | Intern | 0.25 | \$7,200 | \$1,206 | \$8,406 |
| Community Services | Ofc Asst to Sr Ofc Asst | 0 | \$2,101 | \$359 | \$2,460 |
| Community Services | Sr. Admin Asst to Admin Support Supv | 0 | \$3,265 | \$558 | \$3,823 |
| Conservation | Golf Maint Tech | -1 | | | |
| Health | MCAH | 0.1 | \$0 | \$0 | \$0 |
| Health | Sr. Admin Asst | 1 | \$47,278 | \$30,738 | \$78,016 |
| HR | PT Ofc Asst | 0.5 | \$16,796 | \$2,870 | \$19,666 |
| Sheriff | Classification Specialist | 1 | \$49,629 | \$31,140 | \$80,769 |
| Sheriff | Sex Offender Registry Spec | 0 | \$2,309 | \$395 | \$2,704 |
| Sheriff | Deputy | 5 | \$286,000 | \$160,938 | \$446,938 |
| Sheriff | Lt | 1 | \$91,582 | \$37,916 | \$129,498 |
| Sheriff | Cor Sgt | 4 | \$253,427 | \$133,613 | \$387,040 |
| Treasurer | Multi-Service Clerk | 1 | \$35,277 | \$28,687 | \$63,964 |
| | | | | | |
| total | | 12.85 | \$787,664 | \$427,213 | \$1,223,283 |

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 17, 2022

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS DISCUSSED DURING THE FISCAL YEAR 2023 BUDGET REVIEW PROCESS

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

Section 1. That the table of organization for the Budget and Administrative Services Department be increased by 0.25 Intern (total 0.25 FTE).

Section 2. That the table of organization for Community Services Department be decreased by 1.0 FTE Office Assistant (total 0.0 FTE) and increased by 1.0 FTE Senior Office Assistant (total 3.0 FTE).

Section 3. That the table of organization for Community Services Department be decreased by 1.0 FTE Senior Administrative Assistant (total 0.0 FTE) and increased by 1.0 FTE Administrative Support Specialist (total 1.0 FTE). The position shall be placed at the salary range 25.

Section 4. That the table of organization for Conservation Department be decreased by 1.0 FTE Golf Maintenance Technician (total 0.0 FTE).

Section 5. That the table of organization for the Health Department be increased by 0.1 FTE Maternal, Child, Adolescent Nurse (total 0.5 FTE) to reflect actual hours.

Section 6. That the table of organization for Health Department be increased by 1.0 FTE Senior Administrative Assistant (total 1.0 FTE).

Section 7. That the table of organization for Human Resources Department be increased by 1.0 FTE Office Assistant (total 1.0 FTE)

Section 8. That the position of Sex Offender Registry Specialist in the Sheriff's Office be modified to reflect a pay range of 20.

Section 9. That the table of organization for Sheriff's Office be increased by 1.0 FTE Classification Specialist (total 3.0 FTE).

Section 10. That the table of organization for Sheriff's Office be increased by 4.0 FTE Corrections Sergeant (total 18.0 FTE).

Section. 11. That the table of organization for Sheriff's Office be increased by 5.0 FTE Sheriff Deputy (total 43.0 FTE).

Section 12. That the table of organization for Sheriff's Office be increased by 1.0 FTE Sheriff's Lieutenant (total 4.0 FTE).

Section 13. That the table of organization for Treasurer's Office be increased by 1.0 FTE Multi-Service Clerk (total 20.0 FTE).

Section 14. This resolution shall take effect July 1, 2022. However, Section 4 is effective immediately and Section 1 is effective May 1, 2022.