

HUMAN RESOURCES DEPARTMENT
600 W. 4TH Street
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www.scottcountyiowa.gov

Date: March 26, 2024

To: Board of Supervisors

From: Vanessa Wierman, Human Resources Director

Subject: Compensation Board Elected Officials Salary Recommendation

The Compensation Board met on January 17, 2024, and recommended increases for Elected Official salaries based on discussion and consideration of comparable salaries of various elected officials. For the fiscal year 2025, the proposed salaries are as follows:

Auditor	(5%)	\$101,313
County Attorney	(5%)	\$169,212*
Recorder	(5%)	\$101,313
Sheriff	(7%)	\$164,784
Treasurer	(5%)	\$101,313
Board Member, Board of Supervisors	(5%)	\$48,452
Chair, Board of Supervisors	(+\$3,000)	\$51,452

*Salary may need to be reduced depending on Judicial Branch setting of District Court Judge's salary pursuant to Iowa Code Section 331.752(5).

FY25 Organizational Changes:

<u>Department</u>	<u>Position</u>	<u>FTE Change</u>	<u>Additional Salary</u>	<u>Benefits & Taxes</u>	<u>Total</u>
Auditor	Platroom Specialist	0	\$2,600	\$444	\$3,044
Conservation	Administrative Coordinator	0	\$3,286	\$562	\$3,848
FSS	Facility Maintenance Manager	0	\$4,201	\$718	\$4,919
FSS	Sr. Facility Maintenance Worker	1	\$50,148	\$32,764	\$82,912
FSS	Custodian	2	\$71,260	\$60,566	\$131,826
IT	Senior Office Assistant	1	\$39,291	\$30,909	\$70,200
Secondary Roads	Senior Engineering Technician	0	\$7,612	\$1,300	\$8,912
Secondary Roads	Parts and Inventory Clerk	0	\$2,434	\$416	\$2,850
Treasurer	Lead Multi-Service Clerk	0	\$1,872	\$320	\$2,191
YJRC	Administrative Assistant	1	\$45,489	\$31,968	\$77,457
YJRC	Detention Youth Counselor (dependent on building completion, costs partially offset)	5	\$227,445	\$161,795	\$200,680 (costs partially offset)
Total		10	\$455,638	\$322,178	\$577,816

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Date: March 26, 2024

To: Mahesh Sharma, County Administrator

From: Vanessa Wierman, Human Resources Director

Subject: FY25 Organizational Changes

Review of Organizational Change requests

The following reclassification requests were submitted organizational changes as part of the budget process for Fiscal Year 2025:

- Platroom Specialist (Auditor's Office) (+0 FTE)
- Administrative Coordinator (Conservation) (+0 FTE)
- Facility Maintenance Manager (FSS) (+0 FTE)
- Senior Building Inspector (Planning and Development) (+0 FTE)
- Senior Engineering Technician (Secondary Roads) (+0 FTE)
- Parts and Inventory Clerk (Secondary Roads) (+0 FTE)
- Lead Multi-Service Clerk (Treasurer's Office) (+0 FTE)

These organizational changes are existing positions that the department is requesting a change in FTEs for Fiscal Year 2025:

- Custodian (FSS) (+2.0 FTE)
- Senior Facility Maintenance Worker (FSS) (+1.0 FTE)
- Detention Youth Counselor (YJRC) (+5.0 FTE)

The additions below are requests for new classifications for the respective department for Fiscal Year 2025:

- Senior Office Assistant (IT) (+1.0 FTE)
- Administrative Assistant (YJRC) (+1.0 FTE)

Discussion

We are 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 were not reviewed for specific classifications and considerations for future review will need to be evaluated with potential economic impacts in mind. 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 submitted information 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.

There are two requests for new positions. The first is for a Senior Office Assistant for the IT Department and the second for an Administrative Assistant for YJRC. A PAQ was completed for both positions and PSPC reviewed relevant internal and external data. A recommendation was then made to Human Resources for Pay Plan placement.

Reclassification Requests

Platroom Specialist (Auditor's Office) (+0 FTE)

The Auditor submitted a reclassification to address the additional responsibilities given to the position since the 2019 study and job description update. These include more in-depth knowledge and ability to interpret information utilized in legal descriptions and land surveying. The current pay range is 19 and the recommended pay range based on PSPC's review is 21.

Administrative Coordinator (Conservation) (+0 FTE)

A reclassification was requested for the Senior Administrative Assistant classification in the department to address new responsibilities gained by the role when there was a major upgrade to the recreation software utilized by the department. The program is used for in-person and on-line concessions/POS transactions, activity registrations, and inventory control. The position is the subject matter expert in the department for the software and is responsible for the setup/configuration, administration, and training for

department users. These additional technical duties and skill set were not addressed in the Senior Administrative Assistant classification. An updated title was created for the reclassification. The current pay range for the Senior Administrative Assistant is 23 and after PSPC reviewed the duties elaborated in the PAQ and internal comparables, the recommendation is for the Administrative Coordinator to be placed at a pay range 24.

Facility Maintenance Manager (FSS) (+0 FTE)

FSS has increased locations recently including the warehouse, several MEDIC facilities, and the yet to be completed Youth Justice and Rehabilitation building. Increased workload for the department necessitates some shifting of duties. Additional responsibilities tasked to the Facility Maintenance Manager classification include administrative functions, project management for capital projects including construction and renovation efforts, preparing specifications, RFPs, service contracts and professional agreements. After considering the additional duties and review of the PAQ with PSPC, it was recommended the position be reclassified. The current pay range is 27 and recommendation is placement at pay range 30.

Senior Building Inspector (Planning and Development) (+0 FTE)

The Board of Supervisors approved Planning and Development's FY24 request to create a new Senior Building Inspector classification that would require four (4) certifications/licenses during the last budget cycle. At that time, no current Inspector met the requirements to reclassify to a Senior Building Inspector. It is anticipated the requirements will be met by July 1, 2024. The department will then have 1 Senior Building Inspector and 1 Building Inspector.

Senior Engineering Technician (Secondary Roads) (+0 FTE)

The Board of Supervisors approved creation of the Senior Engineering Technician classification in 2019 to allow for a promotional opportunity once an Engineering Technician achieves the National Bridge Inspection Standard Certification and meet the qualification of a team leader pursuant to 23 CFR 650.309(b) and the Iowa Department of Transportation requirements. Both of the current Engineering Technicians have secured the certification and we are requesting the incumbents move to the Senior Engineering Technician classification.

Parts and Inventory Clerk (Secondary Roads) (+0 FTE)

The County Engineer submitted a reclassification request for the Parts and Inventory Clerk classification to account for additional tasks assigned to the role including coordinating the uniform, floor mat, towel, first aid, and safety supply ordering and distribution process, preparing invoices for services performed on non-Secondary Roads assets and providing information to applicable department for repairs on damaged

vehicles/equipment. The current pay range is 18R and based on review from PSPC and internal comparability, pay range 20R is recommended.

Lead Multi-Service Clerk (Treasurer's Office) (+0 FTE)

During the last several years, recruitment has been a difficult task for all departments, including the Treasurer's Office. In the past 3 years, there have been 17 new hires for the office, which in previous years would have 1-3 hires annually. The training of new clerks is largely tasked to the Motor Vehicle Supervisor and County General Store Manager and with onboarding of new employees happening consistently, the Motor Vehicle Supervisor and County General Store Manager have been unable to devote the time needed to oversee the development of their staff as a whole. Feedback from exiting employees has indicated the duties are more complex than they anticipated and we believe a more dedicated training regimen will aid in the onboarding and assessment process for new hires. Reclassifying a current Multi-Service Clerk into a new classification of Lead Multi-Service Clerk will assist management in having a dedicated individual be the go-to individual for new employees learning their new job. This role will also assist management for training needs that may arise with existing employees who may experience difficulties with certain tasks or processes. The current pay range for Multi-Service Clerk is 17. the PAQ was reviewed with PSPC and based on internal comparability, a pay range 18 is recommended.

Budgetary Requests

Custodian (FSS) (+2.0 FTE)

With the addition of MEDIC as a county department, FSS will be providing custodial services for 6 MEDIC locations (Genesis West, Genesis East, Iossi, Blue Grass, Eldridge, and LeClaire) totaling 30,720 square feet of space. Current distribution is about 12,000 square feet per employee. Based on the calculation, we are asking for 2 additional FTE. This will increase the FTE to 12.0 in the classification.

Senior Facility Maintenance Worker (FSS) (+1.0 FTE)

With the addition of MEDIC as a county department, FSS maintenance staff will be providing maintenance services at the 3 new County owned locations (Genesis East, Eldridge, and LeClaire) which totals approximately 22,000 square feet. One additional Senior Facility Maintenance Worker is being requested to cover the maintenance needs of the 3 additional locations. In addition, additional staffing will allow implementation of preventative maintenance programs for the new buildings and therefore lessen dependence on, and costs related to contracted service providers. Additionally, another 30,000 square feet of warehouse will be gained when the current tenant vacates the space which is anticipated on July 1. This will increase the FTE to 7.0.

Senior Office Assistant (IT) (+1.0 FTE)

The IT Director is requesting a Senior Office Assistant to assume clerical duties such as accounts payable, miscellaneous billing, revenue collections, contract and vendor management and other general office tasks. Previously, some of these duties were performed by Desktop Support Technicians. Establishing a dedicated clerical role will help the department be more efficient and allow the Desktop Support Technicians to focus on supporting end users with their technical needs. This will result in 1.0 FTE in the classification.

Detention Youth Counselor (YJRC) (+5.0 FTE)

With the addition of the new Youth Justice and Rehabilitation Center (YJRC) facility, the Director is requesting 5 full-time positions. The state mandated staff to resident ratio is 1:5 during waking hours and 1 staff per sleeping unit overnight. The most recent population data shows the average daily number in FY23 of the facility was 16 youth with peaks as high as 26. In order to accommodate peak population levels, an additional 5 full-time positions are requested to staff 25 beds at all times. By adding additional staff, we can ensure that the center is operating within state mandated ratios. It is anticipated there will be 5 staff members working during waking hours (first and second shift) and 3 staff working overnight. The additional staff will also allow for the center to partner with other juvenile facilities who may need to house at our center (at an established rate). The anticipated hiring of the additional staff will be dependent on when the new facility is completed. This will increase the FTE to 21.3.

Administrative Assistant (YJRC) (+1.0 FTE)

The Director is requesting an Administrative Assistant classification to perform administrative tasks such as accounts payable, revenue collections, miscellaneous billing, and purchasing card requisitions. The position will also have payroll functions, inventory tasks, purchasing of supplies and equipment, and will assist management with grant reporting. Currently these responsibilities are split among the supervisors and with the addition of the new YJRC building, adding an administrative role will allow the supervisors to focus on the programs and operations of the center. This will result in 1.0 FTE in the classification.

Proposed Action

Several of the positions result in needs for additional equipment that would be addressed through the Capital Budget. The annual costs to the General Fund is \$577,816 as itemized in the attached spreadsheet. If approved these changes are scheduled to take effect July 1, 2024, unless noted otherwise.