

August 02, 2012

## **PERSONNEL COMMITTEE REPORT**

The Personnel Committee met Thursday, August 02, 2012 at 6:00 p.m., in the Quorum Court Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville.

Committee Members Present: Sandlin, Allen, J.Harrison, Blaty, Moore

Others Present: JP Curry, County Judge Bob Clinard, Human Resources Manager Barbara Ludwig, Administrator of General Services Elizabeth Bowen, Comptroller Sarah Daniels

Media: Tom Sissom – Benton County Daily Record

JP Sandlin called the meeting to order.

### **Public Comments:**

None

Chair JP Shirley Sandlin stated that tonight's meeting was brought about by Comptroller Richard McComas leaving the county and that these adjustments are for the new comptroller's style for management.

### **Grading of Positions – Accounting Department**

- **Benefits Administrator, Dept. 19 from Grade 9 to 11**

Human Resource Manager Barbara Ludwig reported that the Benefits Administrator is responsible for planning and directing the day-to-day operations of the group benefit programs, that has approximately 1,000 participating members, including dependents in the program. She reported that the Benefits Administrator plans and conducts the annual open County Health Fair, and that this position is one that has to stay abreast of the laws affecting health insurance, ADA, and Workman's Compensation.

She stated these salary grade increases for various departments will not affect the budget, and that with these changes there will be an annual savings of about \$32,323. She stated that they are asking that the grades for these different positions be approved for *Schedule 4*.

- **Payroll Coordinator, Dept. 19 from Grade 9 to 10**

Barbara Ludwig gave a brief description of the Payroll Coordinator's duties, and stated that the job description calls for an associate's degree with 4 years experience working in payroll processing, and that ultimately she would like to see this position also be a certified payroll processing position. She stated that this position is going from a grade 9 to a grade 10.

Some discussion was held on the grade increase for the Payroll Coordinator.

### **Grading Position – Title Change – Accounting Department**

- **Senior Accounting Specialists, Dept. 19 from Grade 8 to 10**

Comptroller Sarah Daniels stated currently the Accounting Department is made up of one Accounting Manager and two Accounting Specialists, and that one of the Accounting Specialist's has been with the department seven years and worked for the county for thirteen years. Sarah stated that her goal for the department is to make that Accounting Specialist a Senior Accounting Specialist, so that there will be a level of supervision to answer questions when the Accounting Manager is not there. She stated her intention is to have an Accounting Specialist, Senior Accounting Specialist and a Manager, and to shift some of the Manager's tax reporting duties onto the Senior Accounting Specialist and have that Manager more involved with consulting with the budgets and reviewing the work of the Specialists. She added that she would like to convert the Manager's position to be more of a review or audit type position, and that she is currently interviewing for someone to fill the Accounting Manager's position that she recently held.

Discussion was held on the change to the pay grade for the Accounting Specialist and the requirements of the Accounting Manager position.

Barbara Ludwig stated with the changes to the office positions, which would include an increase in pay grades, that the total budget impact would be actual savings of about \$32,323.10 a year, and about \$10,000.00 for the remainder of 2012.

Further discussion was held on the title and grade changes, and the total savings to the budget.

JP Moore made motion to approve all of the grade changes and title changes in the Accounting Department with a do pass recommendation and forward to the August 14, 2012 Committee of Thirteen agenda, seconded by JP J. Harrison.

JP Allen stated that with the cost reductions he has no objection to by pass the Finance Committee with the recommendations.

Motion passed by unanimous show of hands vote.

### **Other Business**

None

Meeting adjourned at 6:28 p.m.