

**Personnel Committee Agenda**  
July 30, 2013, 6:00 pm  
Quorum Court Room, Administration Building

1. Re-grades based on the addition of the Management Rating Factor – **Barbara Ludwig (page 2)**
  - a. Lieutenants (Depts. 5 and 67)
  - b. Deputy Director Department of Emergency Management
  - c. Assistant Manager JDC
  - d. Deputy Director Emergency Communications
2. Department 02 - County Clerk – **Tena O'Brien (pages 3-8)**
  - a. Elections/Voter Administrator
3. Department 05 – Sheriff's Department – **Sheriff Craddock**
  - a. Add one (1) Deputy I, partially funded by the Rogers District Court **(page 9)**
  - b. Request to raise Majors' and Captains' salaries to the maximum of the range **(pages 10-11)**
4. Department 07 – Assessor – **Bear Chaney (page 12)**
  - a. Request for deleting part-time janitor and adding a full-time janitor
5. Department 19 – Accounting/Human Resources – **Sarah Daniels (pages 13-16)**
  - a. Accounting Specialist – Fixed Assets
  - b. Budget Line for Part-time Grants Administrator
6. Department 21 – Prosecuting Attorney – **Van Stone (pages 17-20)**
  - a. File Clerk
7. Department 27 – Coroner – **Daniel Oxford (pages 21-27)**
  - a. Chief Deputy Coroner
8. Department 35 – Juvenile Detention Center – **Denyse Collins (pages 28-30)**
  - a. JDC Reorganization
9. Department 44 - Road Department – **Scott Stober and Grant McCracken**
  - a. Reorganization **(pages 31-64)**
  - b. Request for Waiver in Policy **(page 65)**
10. Department 49 - Information Technology - **Sidney Reynolds (pages 66-75)**
  - a. Reorganization

## Re-grades Based on Management Factor

Fund	Dept.	Position Title	Old Grade	Recommended Grade
010	5	Lieutenants	16	18
010	67	Lieutenants*	16	18
010	30	Deputy Director of DEM	13	15
010	35	Assistant Mgr. of JDC	13	15
010	68	Deputy Director of Emergency Communications	12	14

\*One Lieutenant will need a wage increase to bring to the minimum of the new grade.

### Budget Impact of bringing one jail lieutenant to minimum of new grade

Position Title	Annual	FICA	Workers	Retirement	Medical and Group Life	Total
	Base Amount		Comp			Compensation
Jail Lieutenant - New Salary	44,761.60	3,424.26	908.22	6,517.29	5,580.00	61,191.37
Jail Lieutenant - Old Salary	(43,513.60)	(3,328.79)	(882.90)	(6,335.58)	(5,580.00)	(59,640.87)
	1,248.00	95.47	25.32	181.71	-	1,550.50
						<b>Full-year budget impact</b>
						<b>1,550.50</b>
						<b>2013 budget impact</b>
						<b>477.08</b>
<b>% Increase in 2013 Budget</b>	0.00008					

## BENTON COUNTY

### Job Description

#### Elections/Voter Registration Administrator

**JOB TITLE:** ~~Election Systems Administrator and Voter Registration Supervisor~~

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Exempt (Y/N): Yes GRADE:

DEPARTMENT: County Clerk

DATE PREPARED: June, 2013

SUPERVISOR: County Clerk

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#### SUMMARY:

The **Elections/Voter Registration Administrator** is responsible for:

- The implementation and coordination of a system of permanent voter registration records in excess of 110,000 voters. This system must be maintained as a means of determining that anyone who casts a ballot in any election in Benton County, Arkansas is legally qualified to vote in such election, in accordance with the Constitution of Arkansas and the Constitution of the United States.
- **Training the Election Coordinator in all procedures regarding the preparation for elections and the execution of Election Day procedures, and must have the ability to fulfill those duties should the need arise.**
- Placing the voters of Benton County in the proper voting precinct based on the many different districts within the county. Currently Benton County has 57 Precincts with 483 precinct splits which are determined by State Senate, State Representative, Quorum Court, District Court, Township, Fire District, School District, School District Zone, City, and City Ward boundary lines.
- Maintaining and implementing the National Voter Registration Act of 1993, and the Federal Help America Vote Act of 2002 (HAVA).
- **On-site technical support of the state voter registration system and associated equipment, including all PC's, printers, and scanners.**
- Direct supervision of all full time voter registration employees, in addition to part-time election staff.
- **Providing direction to all staff members regarding voter registration and voting procedures, and training all personnel to ensure compliance with state and federal laws.**
- Recording and filing all legal documents which fall under the jurisdiction of Voter Registration.
- Serving as voter registrar, or as needed, in the absence of the County Clerk.

This **is a working administrator** position which involves a high degree of mental demand and daily interaction with the public and various government agencies, including but not limited to, the Secretary of State's Office, Department of Finance and Administration, Department of Community Corrections, and the Department of Health. The Elections/Voter Registration Administrator reports to the County Clerk and all responsibilities are performed under supervision of the County Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.** Other duties may be assigned.

**VOTER REGISTRATION**

1. Develops, establishes, and implements system procedures within the office and performs administrative and supervisory functions for the operation of the voter registration department.
2. Determines guidelines or policies appropriate to carry out operational and defined decisions in order to execute office functions and to comply with state statutes.
3. Confers with elected official concerning office activities and computer programs as needed.
4. Responsible for the maintenance of more than **110,000** voter records with a high level of accuracy.
5. Prepares news releases regarding elections, voter registration, and voting procedures, etc.
6. Assists Election Commission and Election Coordinator with the election process by preparing election calendars, proofing up to 250 different ballot faces, and preparing various voter lists, election forms, and certifications.
7. Assists the Election Commission and Election Coordinator with the training of election officials, and in determining the number of ballots and machines needed for all absentee and early voting locations.
8. Coordinates the Early Voting process for all County Clerk's Office locations, including training of all full time and temporary staff and making preparation of all materials specific to early voting.
9. Coordinates and supervises the Absentee Voting process.
10. Prepares election books and instruction materials for 57 precincts.
11. Provides supervision and training for addressing election day issues from voters and poll workers.
12. Posts election totals and releases information to the media and others.
13. Completes the post-election process of updating individual voting history by transferring data from poll books and early voting records into the state voter registration database.
14. Reports and files election certifications and abstracts with the Secretary of State.
15. Receipts and tracks reimbursements from School Districts and Cities for their portion of the election costs.
16. Coordinates the Odd Year Mailing process, which includes implementing updates issued by the Secretary of State, identifying the voters who are to receive confirmation cards, and training all staff in the procedures to be followed in processing the mail as it is returned.

17. Change status of Voter Registration Records as required by Constitutional Amendment 51 due to death, felony conviction, change in mental status, voter affidavits, and returned mail.
18. Accepts, verifies, and certifies petitions from candidates for county, municipal, and school board positions and forwards certification documents to Election Commission.
19. Prepares and updates Federal Census Bureau Survey. Reviews and updates legal boundaries and features of the Census Bureau maps. The accuracy and completeness of the address list is critical to the enumerator process and quality resulting census data.
20. **Trains and Supervises the Mapper in preparing and updating precinct and district maps due to changes in boundaries. This process requires coordination with various entities (county, municipalities, and school districts) in regards to the timeframe for submission of their data.**
21. Certifies the number of registered voters in Benton County to the Secretary of State on June 1<sup>st</sup> of every year, which is used to calculate the number of signatures required on some petitions.
22. Ensures all voter registration issues are handled in a timely manner and efficiently.

#### STATEWIDE VOTER REGISTRATION SYSTEM

1. **Monitors the performance of the data and telecommunications network to maximize “up-time”, and examines operations to determine opportunities for improved efficiency and productivity.**
2. **Responds to the needs and questions of users concerning their access on the network, ensuring data integrity by implementing strict network security protocol.**
3. **Contacts Election Systems & Software helpdesk as problems arise with the National Overseas Voting Act (NOVA) Voter System and maintains contact until issues are resolved; makes staff aware of these issues along with how resolving the issues may or may not change the procedures.**
4. **Maintains contact with Secretary of State-Elections Division and ES&S regarding the issuance of voter registration system updates and functionality, and ensures all office staff is aware of them.**
5. **Researches and maintains Felony Conviction reports from Department of Community Corrections and Circuit Courts to ensure the integrity of the voter registration database; sends felony notices and letters to voters as necessary.**
6. **Sets up the electronic election files *for each election* in the voter registration system by setting out districts eligible to vote (Political Subdivisions), Polling Sites used, Voter Registration Poll rosters and how they are split, ballot styles and what precincts/districts vote on which ballot.**
7. **Manages State Voter Registration system computer equipment, with multiple terminals, printers, and scanners.**
8. **Analyzes computer-generated products, identifies source of errors, and works with system developers and users to resolve problems.**
9. **Is familiar with concepts, practices, and procedures implemented by the State of Arkansas Voter System.**
10. **Serves as liaison with Voter Registration System developers - responsible for such items as: Jury, Voter Cards, Poll Workers, Poll Books, Voter Lists, and Voter Discs.**

## **GENERAL OFFICE DUTIES**

1. Position is cross-trained in all functions of the County Clerk's Office, including issuance of marriage licenses, DBA certificates, filing of county court records and other miscellaneous documents, receipting of money, and daily financial reconciliation.
2. Resolves problems and deals with customers in a professional manner.
3. Ensures that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of Benton County citizens.

## **SUPERVISORY RESPONSIBILITIES:**

Directly supervises four full time and 20 or more part time election staff, and carries out administrative responsibilities in accordance with the county's policies and applicable laws. In the absence of the County Clerk and the Administrative Assistant, oversees all office staff. Responsibilities include training employees; planning, assigning, and directing tasks; addressing complaints, and resolving problems.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must have knowledge of county and state regulations and perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND/OR EXPERIENCE:**

High school diploma or equivalent is required, and must have a minimum of 2 years college or equivalent in experience in business management. Must have 5 years office experience, along with advanced and extreme computer knowledge and skills in MS Word, MS Excel, and other computer applications as well as general clerical procedures. Minimum five years working experience in County Government or equivalent in related environment is required. Must have a minimum of two years specialized knowledge of election laws.

## **OTHER SKILLS AND ABILITIES:**

The incumbent must be able to prioritize and organize work in order to meet numerous deadlines. Must have excellent communication, problem solving and analytical skills. The incumbent must possess good computer and general office practices and procedures skills as well as be proficient in the use and operation of all associated office machines and equipment. Ability to present facts, recommendations and directives effectively in oral and written form. Knowledge of county, state, and federal regulations and laws affecting voter registration and elections is required.

## **WORKING RELATIONSHPS:**

Daily contact with the public and occasional contact with candidates, public officials, Election Commission, Secretary of State-Election Divisions staff, as well as elected city, state and school officials.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to handle or feel objects/controls, and talk or hear. The employee must occasionally climb, stoop, kneel, crouch, and reach with hands and arms. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is moderate.

**JESAP Grade Assignment:**           14          

**Date** 07/09/2013

## Department 02 – County Clerk

Position Title	Authorized Positions	Annual Base Amount	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
New rate for Elections/Voter Registration Administrator	1	43,200.01	3,304.80	72.64	6,289.92	5,580.00	58,447.37
Old rate for Elections Administrator/Voter Registration Supervisor	<b>-1</b>	<b>(39,272.74)</b>	<b>(3,004.36)</b>	<b>(66.04)</b>	<b>(5,718.11)</b>	<b>(5,580.00)</b>	<b>(53,641.25)</b>
	0	3,927.27	300.44	6.60	571.81	-	4,806.12

**Full-year budget impact 4,806.12**

**2013 budget impact 1,478.81**

**% Increase in 2013 Budget 0.00160**

## Budget Impact – Dept. 05 – Sheriff

***Add one (1) Deputy I to be partially funded by the Rogers District Court***

Position Title	Auth. Pos.	Annual Base Amount	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
Deputy I	1	35,568.00	2,720.95	721.68	5,178.70	5,580.00	49,769.33
Less Amt. from Rogers District Court							<b>(30,000.00)</b>
							<b>19,769.33</b>

**Annual Impact on Gen Fund      19,769.33**

**2013 Impact on Gen Fund      6,082.87**

**Percentage Increase in 2013  
Budget                      0.001029**

## Budget Impact – Depts. 05 & 67

### Budget Requesting Raising Majors' and Captains' Salaries to the maximum of the Salary Range

**Department 05**

Position Title	Auth. Pos.	Current Base Amount	Proposed Base Amount	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
<b>Commander Major 1</b>	1	63,440.00	76,128.00	5,823.79	1,544.64	11,084.24	5,580.00	100,160.67
<b>Commander Major 2</b>	1	63,440.00	76,128.00	5,823.79	1,544.64	11,084.24	5,580.00	100,160.67
<b>Captain 1</b>	1	53,019.20	70,678.40	5,406.90	1,434.07	10,290.78	5,580.00	93,390.14
<b>Captain 2</b>	1	57,352.10	70,678.40	5,406.90	1,434.07	10,290.78	5,580.00	93,390.14
<b>Captain 3</b>	1	53,019.20	70,678.40	5,406.90	1,434.07	10,290.78	5,580.00	93,390.14
<b>Captain 4</b>	1	53,019.20	70,678.40	5,406.90	1,434.07	10,290.78	5,580.00	93,390.14
		<b>343,289.70</b>	<b>434,969.60</b>	<b>33,275.17</b>	<b>8,825.58</b>	<b>63,331.57</b>	<b>33,480.00</b>	<b>573,881.92</b>
<b>Proposed Total Compensation</b>								<b>573,881.92</b>
<b>Current Total Compensation</b>								<b>459,979.72</b>
<b>Total Increase</b>								<b>113,902.20</b>
<b>Full-year budget impact</b>								<b>113,902.20</b>
<b>2013 budget impact</b>								<b>35,046.83</b>

**% Increase in 2013 Budget    0.00548**

**DEPARTMENT 67**

<b>Position Title</b>	<b>Auth. Pos.</b>	<b>Current Base Amount</b>	<b>Proposed Base Amount</b>	<b>FICA</b>	<b>Workers Comp</b>	<b>Retirement</b>	<b>Medical and Group Life</b>	<b>Total Compensation</b>
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<b>Captain 1</b>	1	53,019.20	70,678.40	5,406.90	1,434.07	10,290.78	5,580.00	93,390.14
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**Proposed Total Compensation 93,390.14**

**Current Total Compensation 71,808.83**

**Total Increase 21,581.31**

**Full-year budget impact 21,581.31**

**2013 budget impact 6,640.40**

**% Increase in 2013  
Budget 0.00227**

**Dept. 07, Fund 070 – Assessor’s Office**

***Change one part-time janitor position to full-time***

Position Title	Positions	Annual Base Amt.	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
Add Janitor Maintenance	1	24,044.80	1,839.43	582.21	3,500.92	5,580.00	35,547.36
Delete Janitor Maintenance Part-Time	0.5	(13,310.39)	(1,018.24)	(322.29)	(1,937.99)	-	(16,588.92)
		10,734.41	821.18	259.92	1,562.93	5,580.00	18,958.44
						<b>Annual Impact on Gen Fund</b>	<b>1,516.68</b>
						<b>2013 Impact on Gen Fund</b>	<b>466.67</b>
<b>Percentage Increase in 2013 Budget</b>	<b>0.000118</b>						



## BENTON COUNTY

### Job Description

**JOB TITLE:** Accounting Specialist – Fixed Assets

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Exempt (Y/N): No

DEPARTMENT: Accounting /HR

DATE REVISED: June, 2013

SUPERVISOR: Accounting Manager

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#### **SUMMARY: PRIMARY RESPONSIBILITIES/FUNCTION:**

The Accounting Specialists – Fixed Assets, is responsible for maintaining inventory records for all County fixed assets. This includes conducting an annual inventory, recording all information in the accounting system, and work with departments on identifying surplus items for auction. This position includes the responsibility for maintaining all titles on county vehicles and making sure registration and license plates are all current. All fixed asset records must be in compliance with the Government Accounting Standards Board regulations. The Accounting Specialist – Fixed Assets will provide support to the accounts payable functions when needed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain all inventory and fixed assets both manually and on the county's financial accounting system. Responsible for the data entry of all assets into the county's fixed asset accounting system. The manual record of inventory and fixed assets are to be periodically reconciled to the financial accounting system and the reconciliation must be remitted to the accounting manager for review.
2. Coordinates the fixed asset software application of all county departments. This office is the central inventory office for the departments. The office has the responsibility of physically inventorying all assets over \$5,000.00 as set forth by county ordinance. This office also has the responsibility of assisting all other departments with the inventory process for assets valued from \$1,000.00 to \$4,999.00.
3. Coordinates bidding procedures for all county departments for all capital purchases of \$20,000.00 or more, as set forth by state laws.
4. Maintains all insurance policies for Benton County. Ensure that all vehicles, buildings and equipment are placed on the county's insurance schedule and are valued correctly. Responsible for gathering data in order to ensure all assets are re-valued accurately on the annual insurance renewal.

5. Responsible for processing all vehicles, building and equipment accident claims.
6. Performs the role as Title clerk for all County offices, must submit all necessary paperwork to the State of Arkansas Department of Finance in order to obtain titles for all County owned vehicles. Responsible for securing and holding all certificates of title for all County vehicles.
7. Responsible for securing all building keys for county owned buildings.
8. Responsible for organizing and conducting all surplus property auctions. Advertise a list of all county property to be sold at public auction. Ensure that the county is compliant with all state and federal laws regarding county surplus auctions. Responsible for insuring all auction revenues are properly deposited with the County Treasurer, the first business day following the auction.
9. Performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS INCLUDING EDUCATION AND EXPERIENCE:**

Completion of college level or business school coursework in Purchasing, Inventory Management, Business Administration, Accounting; or three-years work experience in inventory control/management or risk management.

- Considerable knowledge of accepted purchasing and accounting principles, practices and procedures.
- Considerable knowledge of federal, state, and County legal requirements for government purchasing and vehicle licensing.
- Considerable knowledge of business contracts, markets, market prices and availability of products.
- Considerable knowledge of Arkansas Sales/Use tax regulations applicable to government purchases.
- Ability to conduct research into products and vendors through use of all available sources including Internet research.
- Ability to maintain complex record keeping systems.
- Ability to guide and direct the work of others.
- Ability to perform mathematical calculations accurately.
- Ability to acquire all necessary information pertinent to the purchase and delivery of materials, supplies, equipment, and services.
- Ability to evaluate and assess purchasing specifications to ensure quality products and timely delivery.
- Ability to prepare numerical and informational reports in soft copy format.
- Ability to communicate effectively in writing.
- Skill in use and navigation of Microsoft Office (Word, Excel, Outlook,) internet searches, and various online vendor sites.
- Skill in use of a ten key machine.

**WORKING RELATIONS:**

The incumbent should possess strong communication skills, high level of accuracy, the ability to handle multiple tasks and cope with stressful decision-making, organization skills, and function well under pressure.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus and close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. During the surplus auctions, the incumbent may be exposed to dust, dirt, and various weather conditions.

JESAP Grade Assignment: 10

Date 07/09/2013

## Budget Impact – Dept. 19 – Accounting and HR

***Delete Grants and Property Administrator and add (1) Accounting Specialist – Fixed Assets  
and a Part-Time Budget for a Grant’s Administrator***

Position Title	Authorized Positions	Annual Base Amount	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
Add Accounting Specialist- Fixed Assets	1	37,730.00	2,886.35	63.44	5,493.49	5,580.00	51,753.28
Add Part-time Grants Administrator	0.5	20,800.00	1,591.20	34.98	3,028.48		25,454.66
Delete Grants and Property Administrator	-1	(50,000.00)	(3,825.00)	(84.08)	(7,280.00)	(5,580.00)	(66,769.08)
	0.5	8,530.00	652.55	14.34	1,241.97	-	10,438.86
						<b>Annual Impact on Gen Fund</b>	<b>10,438.86</b>
						<b>2013 Impact on Gen Fund</b>	<b>3,211.96</b>
<b>Percentage Increase in 2013 Budget</b>	<b>0.004092</b>						



## Benton County

### Job Description

**JOB TITLE: File Clerk**

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**Exempt: (Y/N/) N**

**DEPARTMENT: Prosecuting Attorney**

**DATE PREPARED: June, 2013**

**SUPERVISOR: Records Manager**

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**SUMMARY:** Maintains, organizes, and updates all active and closed felony cases files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Reads and comprehends the significance of incoming material, including such items as court orders, police reports, and motions by attorneys.
2. Stores material in paper form in the appropriate felony case file, or enters information into computerized data system as necessary.
3. Maintains computer database detailing file locations of open and closed case files.
4. Retrieves materials for qualified personnel upon request.
5. Searches for and investigates information contained in files, inserts additional data on file records, completes reports, and keeps files current.
6. Keeps track of felony case files and ensures they are returned to proper location.
7. Disposes of obsolete files in accordance with established policy.
8. Scans materials or copies records.
9. Reviews law enforcement petitions for destruction of evidence and ensures cases are closed and that evidence destruction guidelines, including deadlines for appeal and post-conviction proceedings, are met.
10. Implements changes to the filing system when directed to do so.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies :

- Problem Solving - Identifies and resolves problems in a timely manner.
- Technical Skills - Strives to continuously build knowledge and skills.
- Customer Service - Responds to requests for service and assistance from deputy prosecutors, legal assistants, law enforcement officers, probation officers.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Teamwork - Gives and welcomes feedback; Supports everyone's efforts to succeed.
- Diversity - Shows respect and sensitivity for cultural differences.
- Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Judgment - Exhibits sound and accurate judgment.
- Planning/Organizing - Uses time efficiently.
- Professionalism - Accepts responsibility for own actions.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Works quickly.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Asks for and offers help when needed.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); previous experience in legal field is preferred; or equivalent combination of education and experience.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit and climb or balance. The employee must be able to properly and safely use a step-stool or ladder. The employee is occasionally required to stand; walk; stoop, kneel, crouch, and talk or hear. The employee must be able to lift and/or move up to 25 pounds on several occasions throughout working day. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to high, precarious places.

**JESAP Grade Assignment:**           4          

**Date** 07/09/2013

## Department 21 – Prosecuting Attorney

***Add one File Clerk position and delete one Receptionist position***

Position Title	Authorized Positions	Annual Base Amount	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
Add One (1) File Clerk	1	26,124.80	1,998.55	43.93	3,803.77	5,580.00	37,551.05
Delete One (1) Receptionist	-1	(26,124.80)	(1,998.55)	(43.93)	(3,803.77)	(5,580.00)	(37,551.05)
	0	0	0	0	0	0	0



# Benton County

Job Description

## Job Title: Chief Deputy Coroner

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**Exempt (Y/N):** Y

**Department:** Coroner's Office

**Date Prepared:** May, 2013

**Supervisor:** Coroner

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### Summary:

Assists the Coroner in planning and directing the department's operations, which include the investigation of deaths occurring within the jurisdiction as required by law. Will be required to investigate or assist the Coroner on all suspicious or criminal deaths. Will be on call 24-hours per day, seven days per week, and 365 days a year and will be required to respond to scenes as need.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- The Chief Deputy Coroner job will consist of 75% in field investigations, with 25% office duties.
- May serves as acting Coroner in the Coroner's absence.
- Provides administrative assistance to the Coroner in management, such as budget planning, administration of personnel, media communications and recordkeeping.
- Works with the Benton County Grant administrator, writes and prepares grant(s), prepares quarterly grant reports, maintains grant records.
- Manages investigations to determine cause and fix responsibilities for accidental, violent, or unexplained deaths to obtain an accurate cause of death. Consults with the Coroner on deaths involved with law enforcement agencies. Employee will testify at inquest, hearings, and court trails (which include criminal, civil, and Federal court).
- Reviews and approves all investigative forms, death certificates, state and federal forms and reports.

- Assures departmental cooperation with law enforcement agencies and personnel, medical personnel and funeral directors. Assures effective communications between Coroner's office and other County, State and Federal agencies and departments.
- Assist the coroner in developing and implementing standards, policies and procedures.
- Will be required to attend training in State and out of State as training and certifications become available.
- Obtains and secures complete medical and legal information and documents necessary for conducting death investigations and inquests. Assist relatives of the deceased by providing information concerning circumstances of death.
- Receives and responds to the initial report of death or request for cremation;
- Creates an office record with the preliminary information;
- Determines jurisdiction and appropriate level of response and investigation required;
- Exercises independent judgment in the absence of the coroner.
- Communicates and coordinates with the Coroner, Chief(s), family members, employers, witnesses, and Personnel from law enforcement, hospital, medical, civil, funeral home, insurance agency and other fields;
- Responds as appropriate to the death or injury scene or body location; inspects and documents by means of notes, diagrams, sketches, measurements and photographs the condition of the locale, body, and other pertinent objects on, near or associated with the body;
- Makes preliminary external examination of the body as appropriate with reference to identification of findings and factors related to time, place, manner, and cause of injury, disease or death, and with Reference to physical characteristics documentation and identity;
- Obtains pertinent past and present medical, social, family, and other history from persons and sources Associated with the decedent;
- Prepares for collection and removal the body and any pertinent valuables or evidentiary materials and Facilitates removal under chain of custody when required;
- Ensures preservation and storage of evidentiary items, records, the body, and any associated effects;

- Prepares and delivers required documentation and reports as directed;
- Initiates necessary follow-up investigations and communications
- Facilitates the admission and discharge of the deceased at the Forensic Center;
- Performs required preliminary procedures and studies on deceased needed to determine depth and breadth of investigation or the need for autopsy;
- Obtains continuing education and training as available and directed in order to maintain high standards and implement new investigative methods;
- Maintains proper inventory par levels for autopsy, disaster, and field investigation supplies and equipment.
- Must be able to listen intently show respect and compassion for the family/ survivors while controlling the scene, and one's own personal emotions.
- Ability to operate county vehicles in adverse weather & road conditions
- In the event of a mass fatality in Benton County the Chief Deputy Coroner will be required to be available and able to work as much as 48-78 hrs. Shifts with very little break time provided. He or she must be able to coordinate ground/field and morgue operations independently. While assisting with family assistance centers, death certificates, media and normal daily operations. He or she must report directly to the Coroner before press releases or major decision making.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:**

Serves as a Senior Level Supervisor, Directs one (1) full-time employee and up to six (6) part-time employees in the Coroner's Office. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:**

High school diploma or general education degree (GED) with additional course(s); work interpersonal communication, social sciences and training in investigative techniques , photography, medical terminology, anatomy; or experience equal to the training. A minimum of 5 (five) years of death investigation experience and/or 5 (five) years of Law Enforcement experience and/or 5 (five) years of experience in the medical field or any combination of education and experience is required.

Must be ABMDI (American Board of Medicolegal Death Investigators) certified within 18 months; must be a certified Phlebotomy Specialist by the ASCL; must possess a valid State of Arkansas Driver's License. Must be a member in good standing with IAC&ME (International Association of Coroners & Medical Examiners).

He or she must possess knowledge of the Arkansas State Mass Fatality Plan, DEMORT, Arkansas State Crime Lab and KENYAN International protocols. As well as following the Guidelines of the Benton County Coroners policy. Must be able to recognize or determine if this event is classified as Accidental, Natural, or Homicide due to an act of terror or violence. Must have knowledge of proper evidence collection and preservation.

A Pre-employment criminal background investigation, drug screening and driver's record check is required.

**Other Skills:**

**Language Skills** Ability to read and interpret documents such as medical reports, accident reports and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before media members, police authorities and general public.

**Independent Judgment:** The position of Chief Deputy Coroner involves a high degree of independent judgment, and must have the ability to review all available options when presented with a suspicious death or a problem, and knows when to enlist either other more knowledgeable personnel or resources when appropriate and make informed, complete decisions with minimum or no supervision.

**Mathematical Skills** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in widely different circumstances. Must have the ability to exercise mature judgment and react effectively; in an emergency or highly stressful situations. Must have the ability to make informed and complete decisions.

**Other Skills and abilities:** Ability to obtain information and evidence by observations, record examinations and interviews and have the ability to analyze and evaluate all information obtained during the investigation(s). Must have the ability to interpret and comply with laws and regulations governing investigations. Must have a working knowledge of methods, procedures, and techniques used by Law Enforcement. Must have a working knowledge of medical terminology, physiology, anatomy and toxicology. Ability to operate county vehicles in adverse weather conditions, and highly encouraged to excel in the field of forensic sciences.

#### **Working Relationships:**

Must be able to build and maintain professional relationships with the various agencies, health care providers, funeral directors, and County Officials. In addition, the chief deputy coroner must interact with emotional family members of the deceased.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to reach with hands and arms and stoop; kneel; crouch; or crawl. The employee must routinely lift and/or move 250 to 350 pounds independently, and occasionally lift and move up to 700 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision peripheral vision and depth perception.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing duties of this job, the employee is frequently exposed to extreme outside weather conditions while investigating scenes. The employee is also exposed to toxic or caustic substances, bio-hazardous materials or blood borne pathogens, moving mechanical equipment and high, precarious places. Noise levels from quiet to loud may vary as well.

You will be subjected to very hazardous weather conditions, unstable structures, extremely dirty conditions, with numerous sharp and unsafe edges, and biological or bio-hazardous exposure risk. Extreme vigilance of surrounding and a strong physiological ability to deal with high levels of stress and sleep deprivation is a must.

**JESAP Grade Assignment:** 15

**Date:** 07/09/2013

## Department 27 – Coroner

### *Add one full-time Chief Deputy Coroner*

Position Title	Authorized Positions	Annual Base Amount	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
Add Chief Deputy Coroner	1	42,265.60	3,233.32	127.93	6,153.87	5,580.00	57,360.72
Delete Part of Per Call Pay		(31,050.00)	(2,375.33)	(52.21)		-	(33,477.54)
	<b>1</b>	<b>11,215.60</b>	<b>857.99</b>	<b>75.71</b>	<b>6,153.87</b>	<b>5,580.00</b>	<b>23,883.18</b>
					<b>Full-year budget impact</b>		<b>23,883.18</b>
					<b>2013 budget impact</b>		<b>7,348.67</b>
<b>% Increase in 2013 Budget</b>		0.03628					



**Benton County**  
**Position Description**  
**Job Title:** JDC Staff Assistant

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**Exempt (Y/N):** N

**Department:** Juvenile Detention Center

**Prepared:** June, 2013

**Supervisor:** Asst. Director, JDC

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**Summary:** The JDC Staff Assistant is responsible for providing administrative support to the Director and Assistant Director as well as keeping records, calendars of meetings and events, and bi-weekly submission of the employee time sheets.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Maintain department calendars for personnel; arrange meetings, conferences or teleconferences.
2. Produces information by transcribing, formatting, imputing, editing, retrieving, copying, and transmitting text, data, and graphics.
3. Responsible for answering telephones. They will prepare, edit, organize, read and reroute correspondence, communications, and presentations.
4. Assists in the development and maintenance of the center's databases.
5. Establishes and maintains office files, logs, indexes, control records, or other information concerning the work in a perfect manner so as to avoid any inconvenience in business matters.
6. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
7. Maintains confidentiality of all administrative information as well as that pertaining to the juveniles and personnel. Keeps informed of office details and advises management of problems.
8. Collects time sheets on a bi-weekly basis and coordinates with Human Resources to ensure that accurate times are recorded. Review operating practices and work with Administrators to implement improvements where necessary. If any changes happen in company rules then executive assistant is the one who need to acquire complete knowledge about all the changes taken place so as to update the staff policy.
9. Schedules and arranges meetings and conferences for the center's staff and/or management staff and notifies interested parties; makes travel reservations as needed.
10. Assists in the preparation of budgets and financial reports and other personnel records.
11. Must have the ability to work unsupervised and maintain productivity without instruction.
12. Contributes to team effort by accomplishing related results as needed.
13. Assist in the completion of all monthly data reports and compliance monitoring report.
14. Act as a notary public.
15. Responsible for the center's volunteer programs which includes, but is not limited to, religious instruction (Chaplain), Alanon, Alateen, Alcoholics Anonymous, Narcotics Anonymous, and Writer's In Transition (WIT). The Assistant Director is responsible recruiting, screening, selection, training, and supervision of all volunteers and volunteer activities.

16. Assist the Assistant Director with changes in policy and procedure.
17. Keep track of all memos issued in the center in a memo log.
18. Oversee the resident food program. Responsible for the ordering and inventory of resident food items. Ensures that there are plenty of items available for staff to follow the pre-planned menu.
19. In the event of an emergency situation, the JDC Staff Assistant may perform the duties of a juvenile detention worker to include but not limited to intakes and releases, staff station and security control panel, supervision and transportation of residents and evacuation of residents if needed.

### **Qualifications/Requirements**

To perform the job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Background, Skills, and Abilities**

Applicants selected for hire will have to successfully complete a drug screen, a physical exam, criminal background check, Child Abuse Registry check, and a psychological evaluation. They should have good assessment and decision making skills, as well as, strong communication, organizational, and interpersonal skills. The JDC Staff Assistant must have strong administrative skills and a working knowledge of all positions at the center. The person in this position will have contact with city, county and state government officials; attorneys; mental health professionals; and federal officials. He or she must be able to quickly analyze problems and determine the best method of resolution. The applicant must have the ability to multi-task, work under pressure, and meet deadlines.

### **Education and/or Experience**

The minimum acceptable level of education is a high school diploma or GED. Two or more years of college are desirable. Additionally, one or more years working with adolescents in shelter care, as a volunteer, at a teen center, or raising/raised children of their own is desirable.

### **Physical Demands**

While performing the physical duties of this job the employee is regularly required to talk or hear, handle or feel objects. The employee must occasionally walk, stand, sit, climb, stoop, kneel, crouch, or crawl with hands or arms. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust or focus.

### **Work Environment**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

The employee will occasionally be in contact with inmates who have communicable diseases such as HIV, TB, Hepatitis c and B, as well as others. The employee may be subjected to verbal abuse, threats, or harassment from residents.

The noise level will range from moderate to high.

**JESAP Grade Assignment:**         6        

**Date** 07/09/2013





# Benton County

Job Description

## Job Title: Road **Construction** Superintendent **II**

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**Exempt (Y/N):** Y

**Department:** Road Department

**Date Prepared:** June, 2013

**Supervisor:** Administrator of Public Services

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### Summary:

The **Construction Superintendent II** serves directly under the Administrator of Public Services and is responsible for all operations of the department. The person in this position serves as the head of the road department in the absence of the Administrator of Public Services. Directs, assigns and supervises work associated with ~~highway~~ **road** construction and maintenance. Plans, lays out and directs operations on projects. Plans and supervises the training of personnel. Ensures safety practices are carried out. Confers with County Judge and Administrator of Public Services in the preparation of schedule of maintenance and construction projects. Inspects ~~highways~~ **roads**, bridges and traffic control signs. Interviews job applicants and make personnel recommendations. Prepares various reports.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Directs, assigns and supervises work of skilled and semi-skilled workers in the operation of equipment and labor associated with highway construction and maintenance. Plans, ~~lays out~~ and directs operations on projects such as ~~repairing and over-lay~~ **installing** asphalt surfacing, patching, bridge construction and repairs, drainage correction, sign erection, ~~or~~ traffic marking, **grading of dirt roads, road building, maintenance of grass and trees along the right-of-way.**
2. Study plans and specs from start to finish.
3. Supervise and coordinate ~~foreman~~ **foremen** and crew activities.
4. Study production schedules and estimating work requirements for completion of job assignments.
5. Prepares reports of progress to ensure that work conforms to specs and schedules.
6. Inspects work in progress to ensure that work conforms to specs and schedules.

7. Touring job sites to ascertain progress in meeting time schedules, to detect insufficient utilization of workers and equipment.
8. Recommends measures to improve production methods, equipment performance, product quality, and crew performance.
9. Reviews product and material purchase invoices and is accountable for all construction materials purchased.
10. Designs new bridge structures and instructs crews in proper construction.
11. Through the Pubworks software, produces reports on crew/staff activities and material expenditures.
12. Using project scheduling software creates construction schedules for crews and truck drivers.
13. Ensures that quality work is preserved in the construction process of the road department and that the budget for this work is maintained.
14. Interviews job applicants, recommends personnel actions such as hiring, promotions, demotions, transfers, and terminations. Evaluates employee performance, explains department policies and procedures, and ensures compliance.
15. Manages daily requisitions of supplies and materials to complete construction projects.
16. Monitors employees' timesheets to ensure proper reporting.
17. Works with utility companies in planning road work that requires utility relocation.
18. Oversees the planning and organizing the methods and sequence of daily activities for road construction employees.
19. Assists the Administrator of Public Services and the County Judge in addressing road concerns from the County residents.
20. Attends committee meetings of the Quorum Court and Town Hall meetings.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:**

Has supervisory responsibility directly and through subordinates for all department part-time and full – time employees. Recommends hiring of staff, provides daily direction to **all road** department **staff** ~~through the Road Foreman~~. Prepares employee performance evaluations, and counsels and disciplines staff consistent with county policies.

**Education and/or Experience:**

High school diploma or G.E.D. and ten years of responsible work experience in the management and operations of roads. Snow removal, and ~~administration~~ **road construction** experience including ~~supervisory~~ **supervision and budget management**, and ~~budgetary~~; or any equivalent combination of education and experience.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this position include close, distance, depth perception and peripheral vision. Must have the ability to adjust focus.

The employee must occasionally lift and/or move up to 100 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the typical work environment is loud to very loud. Works in all types of weather and sometimes works early morning hours till late hours in the evening. All work is performed on/or adjacent to highways often containing high speed and/or heavy traffic.

**JESAP Grade Assignment:** 20

**Date** 07/09/2013



# Benton County

## Job Description

### Job Title: Road **Construction** Superintendent I

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**Exempt (Y/N):** Y

**Department:** Road Department

**Date Prepared:** June, 2013

**Supervisor:** Administrator of Public Services

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#### Summary:

The **Construction Superintendent I** is responsible for the day-to-day operations in the field. He/she directs, assigns and supervises work associated with ~~highway~~ **road** construction and maintenance. Plans, lays out and directs operations on projects. Plans and supervises the training of personnel. Ensures safety practices are carried out. Confers with the Administrator of Public Services concerning **roads**, bridges and traffic control signs. Interviews job applicants and makes personnel recommendations **to the Administrator of Public Service**. Prepares various reports.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Directs, assigns and supervises work of skilled and semi-skilled workers in the operation of equipment and labor associated with highway construction and maintenance. Plans, ~~lays out~~ and directs operations on projects such as ~~repairing and over-lay~~ **installing** asphalt surfacing, patching, bridge construction and repairs, drainage correction, sign erection, ~~or~~ traffic marking, **grading of dirt roads, road building, maintenance of grass and trees along the right-of-way.**
2. Study plans and specs from start to finish.
3. Supervise and coordinate ~~foreman~~ **foremen** and crew activities.
4. Study production schedules and estimating work requirements for completion of job assignments.
5. Prepares reports of progress to ensure that work conforms to specs and schedules.
6. Inspects work in progress to ensure that work conforms to specs and schedules.

7. Touring job sites to ascertain progress in meeting time schedules, to detect insufficient utilization of workers and equipment.
8. Recommends measures to improve production methods, equipment performance, product quality, and crew performance.
9. Reviews product and material purchase invoices.
10. Supervises outside contractors to ensure the quality of their work.
11. Ensures that quality work is preserved in the construction process of the road department and that the budget for this work is maintained.
12. Works with various County departments and State agencies during disaster situations.
13. Oversees the planning and organizing the methods and sequence of daily activities for road construction employees.

#### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Supervisory Responsibilities:**

Directly supervises the asset control coordinators, operations coordinator, and staff assistant. Has supervisory responsibility directly and through subordinates for all department part-time and full – time employees. Recommends hiring of staff, provides daily direction to all road department staff through the Road Foreman. Prepares employee performance evaluations, and counsels and disciplines staff consistent with county policies.

#### **Education and/or Experience:**

High school diploma or G.E.D. and ten years of increasing responsibilities in work experience in the management and operations of roads. Snow removal, and administration-road construction experience including supervisory supervision and budget management, and budgetary; or any equivalent combination of education and experience.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this position include close, distance, depth perception and peripheral vision. Must have the ability to adjust focus. The employee must occasionally lift and/or move up to 100 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the typical work environment is loud to very loud. Works in all types of weather and sometimes works early morning hours till late hours in the evening. All work is performed on/or adjacent to highways often containing high speed and/or heavy traffic.

**JESAP Grade Assignment:**           18          

**Date** 07/09/2013



# Benton County

Job Description

## Job Title: Shop Superintendent/Fleet Manager

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**Exempt (Y/N):** Y

**Department:** Road Department

**Date Prepared:** June, 2013

**Supervisor:** Administrator of Public Services

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### Summary:

Manages a county fleet operation to include vehicle acquisition and replacement, and equipment repair and maintenance programs involving shops in multiple locations and managing the planning, procurement and vehicle buildup processes to provide emergency and support vehicles for all Department operations. Performs related duties as assigned.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Supervises fleet personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
2. Develops section budget by forecasting income and expenses and recording the resulting information in a predetermined format for review and approval.
3. Coordinates equipment and personnel availability to provide services (e.g., vehicle mechanical inspections, mechanical repairs, administrative services, technical expertise, etc.) for county road department upon request.
4. Oversees and approves administrative processing of paperwork required in the acquisition or disposal of equipment (e.g., title, registration, license, etc.).
5. Monitors section expenditures to ensure compliance with budget constraints. Approves purchases of equipment and supplies necessary for section operations submitted by fleet service supervisors.

6. Develops specifications and bid packages, obtains cost estimates, evaluates proposals and selects vendors, recommends acceptance, and monitors contract compliance for county road department fleet, specialty and related equipment.
7. Reviews equipment maintenance invoices to ensure that proper maintenance was performed.
8. Reviews charges for equipment repairs according to the terms of new and extended service warranties, in order to receive full benefit of the warranties and reduce costs to the Department.
9. Analyzes equipment build-up requests in order to determine specific needs and construction methodology required for optimal equipment performance and reliability.
10. Develops and/or approves shop safety standards in compliance with Occupational Safety and Health Administration (OSHA) guidelines and Department policies.
11. Audits contract repair services by visually inspecting vendors' facilities and records in order to ensure high quality repairs and accurate billing of costs.
12. Responds to inquiries and complaints from service users in order to provide information, maintain good customer relations and improve shop performance.
13. Transports equipment as required in the acquisition and repair of vehicles, using a tow truck, roll-back truck, or car trailer.
14. Coordinates the receipt and disposal of equipment in order to maximize utilization of equipment.
15. Oversees the vehicle emissions program to comply with federal and state mandates.
16. Directs short- and long-range planning for fleet operations and acquisitions, customer service, and fiscal issues.

## **Knowledge, Skills, & Abilities Required:**

### **Knowledge of:**

- Principles and practices of supervision;
- State and federal environmental laws concerning the handling of hazardous materials; routinely used in the repair and maintenance of vehicles, as well as emissions testing
- Fleet service procedures and federal and state laws to manage fleet service shop operations;
- Effective training methods to provide training for employees in repair techniques or equipment operation;
- OSHA regulations to establish safety policies and procedures for fleet service operations;
- Vehicle mechanical and electrical systems;
- County procedures for formal bid processes..

### **Skill in:**

- Estimating cost of vehicle repairs to determine advisability of repairing or disposing of equipment;
- Modern office practices, procedures and equipment to perform office functions in an efficient manner, including the use of Microsoft Office software and the ability to learn department specific software;
- The operation of vehicles and equipment (e.g., automobiles, trucks, forklifts, equipment) to travel to off-site locations or perform road tests;
- Calculating mathematical problems involving addition, subtraction, multiplication, and division on a calculator to determine weights, measurements, time, quantities, metric conversion, repair costs, parts and supplies expenditures, and budget recommendations;
- Preparing and administering a budget;
- Effectively coordinating personnel and resources on various work processes.

**Minimum Qualifications:**

High school diploma or GED is required. **Must have and maintain a valid Arkansas CDL Class A driver license.**

**Requires eight (8) years of journey-level experience in the maintenance, repair and service of gas and/or diesel motorized equipment and/or automotive related functions (e.g. parts, fabrication, etc.), including three (3) years in a lead or supervisory capacity.**

**NOTE: Graduation from a certified trade school for automotive mechanics or an AAS in Automotive Technology may substitute for two (2) years of the required experience.**

**Working Relationships:**

Communicates with employees, ~~field superintendents, road foremen, assistant county administrator~~ **Administrator of Public Services**, County Judge, and the general public on a daily basis. Also must interact with State Highway Officials, vendors/contractors, and insurance agents for various projects.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus. **May be exposed to fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.**

The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the typical work environment is moderate to loud. Works in all types of weather.



## Benton County

Job Description

### Job Title: Assistant Road Superintendent

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**Exempt (Y/N):** Y

**Department:** Road Department

**Date Prepared:** June, 2013

**Supervisor:** Construction Superintendents

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#### Summary:

Assists the ~~Read~~ **Construction** Superintendents through the direct supervision of one or more work functions associated with ~~highway~~-**road** construction and maintenance. Plans, lays out and directs operations on projects. Assists in the training of personnel and monitoring employee performance. Ensures safety practices are carried out. Assists in interviewing job applicants and makes personnel recommendations. **Assists the Construction Superintendent I in monitoring projects in the County. Assists the Construction Superintendent II in monitoring supplies and materials and makes recommendations for improved efficiencies.** Prepares various reports.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Supervises the work of skilled and semi-skilled workers in the operation of equipment and labor associated with road construction and maintenance. Manages operations on projects such as ~~repairing and over-lay~~ **installing** asphalt surfacing, patching, **bridge construction and repairs**, drainage correction, sign erection or traffic marking.
2. Study **construction** plans and specs from start to finish.
3. Supervise and coordinate Foreman and crew activities.
4. Study production schedules and estimating work requirements for completion of job assignments.
5. Inspects work in progress to ensure that work conforms to specs and schedules.

6. Touring job sites to ascertain progress in meeting time schedules, to detect insufficient utilization of workers and equipment.
7. Recommends measures to improve production methods, equipment performance, product quality, and crew performance.
8. Keeps the ~~Read~~ **Construction** Superintendents and Administrator of Public Services aware of potential issues and makes recommendation on addressing them.
9. **Requisitions supplies and materials to complete construction projects.**
10. **Makes decisions on the specific needs pertaining to assigned work.**
11. **Communicates effectively with residents and other employees to provide information and direction regarding crew activities.**
12. **Checks and services assigned equipment; preforms routine maintenance and emergency repairs; reports mechanical problems to shop for repair.**
13. **Informs supervisor of work in progress and any problems that may result in hazards to general public and or damage to County property.**
14. **Develops and monitors an on-going training program (non-safety) that assists employees in improving their skills in operating equipment and expanding their capabilities for possible promotions when openings occur.**

#### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Supervisory Responsibilities:**

Has supervisory responsibility over one or more work functions within the road department. Makes recommendations to the ~~Read~~ **Construction** Superintendents as to hiring, disciplining, and terminating employees. **Assists and supervises other personnel in the performance of their duties and specific jobs. Trains less experienced personnel in the maintenance and correct operations of assigned equipment.**

**Education and/or Experience:**

High school education **diploma** or G.E.D. and five to seven years of responsible work experience in the management and operations of roads.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this position include close, distance, depth perception and peripheral vision. Must have the ability to adjust focus.

The employee must occasionally lift and/or move up to 100 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the typical work environment is loud to very loud. Works in all types of weather and sometimes works early morning hours till late hours in the evening. All work is performed on/or adjacent to highways often containing high speed and/or heavy traffic.

**Other Requirements:**

**Must possess a valid Class A Arkansas CDL driver's license.**

**JESAP Grade Assignment:** 15

**Date** 07/09/2013



# Benton County

## Job Description

### Job Title: Asset Control Coordinator

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**Exempt (Y/N):** Y

**Department:** Road Department

**Date Prepared:** June, 2013

**Supervisor:** Construction Superintendents

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#### Summary:

The Asset Control Coordinator is responsible for inventorying and evaluating all roads, bridges, easements, and culverts within Benton County. This includes assisting in establishing standards and estimating the costs associated with bringing those assets up to the standard.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Inventory all roads, bridges, easements, and culverts to create a data base of county assets
2. Assist the **construction superintendents and the** administrator of public services **and the County Judge** in establishing measurable standards as to acceptable quality levels for all the items inventoried.
3. Prepare cost estimates and timelines for maintaining and improvements necessary to meet established standards.
4. Monitor changes to the cost of materials and update estimates.
5. **Assist in preparing the short and long term road plan.**
6. Contacts property owners to obtain easements and assist the property owners in navigating the process. **Researches property records to prepare right-of-way acquisitions.**
7. Assess damage from natural or man-made disasters to determine the associated costs and assist in developing a timeline for repairs
8. Assist in the preparation of all documentation and paperwork for Federal, State, and local emergency funding agencies.
9. Monitor the progress of disaster damage repairs and provide the Administrator of Public Service with reports.
10. Use the **GEMS Pubworks** system to establish useful reports that monitor the performance of the department's actions in asset maintenance and improvements.
11. **Conduct site visits, provide cost estimates, and conduct inspections for driveway culvert permits.**

12. Assist Administrator of Public Service in preparing budget plans and Powerpoint presentations for various County committee meetings.
13. Receives comments and concerns from the public concerning the County roads and assesses the needs for improvements
14. Works with the Accounting Department in preparing documents for quarterly material bid

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:**

This position does not have any direct supervisory responsibility. Occasionally, the incumbent may be called on to lead a project team to accomplish a specific goal.

**Education and/or Experience:**

This position requires a minimum of a high school diploma/GED and five years of experience in estimating road construction and maintenance costs. Excellent communicating skills are required when working with the public as well as the road department staff and management team. Math (basic calculation and geometry) and computer skills are essential. **Must be able to review and understand road construction specifications and drawings.** An associate's degree or coursework in engineering technology is preferred. Must hold a valid Arkansas driver's license.

**Working Relationships:**

The Road Coordinator must be able to establish strong working relationships with the information systems, emergency management, accounting, and mapping departments. In addition, he/she must be able to work well with the road department employees and management, including the County Judge's office. A critical relationship, contributing to the success of the Road Coordinator, is with the general public of Benton County

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing these duties the employee is regularly required to sit, reach with hands and arms use hands to handle or feel objects/controls, and to talk, hear, and see. The employee may occasionally need to stoop, kneel, and climb. Specific vision abilities required by this position include close, distance, depth perception, and peripheral vision. The employee must frequently lift fifteen pounds and occasionally be required to lift forty (40) pounds or more.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The typical work environment may experience moderate to loud noises. The time spent would be evenly divided between an office environment and working outside in all types of weather.

**JESAP Grade Assignment:**           14          

**Date** 07/09/2013



# Benton County

Job Description

## Job Title: Road Foreman

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**Exempt (Y/N):** N

**Department:** Road Department

**Date Prepared:** June, 2013

**Supervisor:** Road Construction Superintendents

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### Summary:

Directs, assigns and supervises work associated with highway road construction and maintenance. Operates and maintains a bulldozer and other heavy equipment. Performs inspections of highways road, bridges, and traffic control signs. Assists the Road Construction Superintendent and fills in when superintendent is out or unavailable. Prepares various reports and records employee's time sheets.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

21. Directs, assigns and supervises work of skilled and semi-skilled workers in the operation of equipment and labor associated with highway road construction and maintenance.
22. Acts as leader and supervisor for small crews engaged in road maintenance and repair projects. Examples of projects include the following: constructing and repairing roads, and drainage systems; laying pipe; grading and asphaltting roads; installing/repairing signs and guard rails; repairing damaged guardrails, and signs.
23. Plan, supervise and coordinate daily road department operations and projects. This is a "working foreman" position and requires ability to operate all town equipment and perform the same jobs as other department employees when necessary.
24. Assists with plans, lays out and directs operations on projects such as repairing and over-lay asphalt surfacing, patching, bridge construction and repairs, drainage correction, sign erection or traffic marking.
25. Operates and maintains a bulldozer and other heavy equipment such as a motor grader, semi-trucks, chip spreaders, oil distributor, asphalt lay-down machine, grade all and front-end loaders.

26. Prepares reports concerning work activity, equipment, and materials.
27. Maintain accurate records of all purchases. Use purchase order system for purchases. Review and code invoices for proper budget category and submit to Construction Superintendent weekly.
28. Performs inspections of roads bridges, and traffic control signs in order to assess maintenance needs.
29. Responds to telephone complaints and requests for action by citizens.
30. Report to work outside of normal work hours for emergency operations.
31. Prepares work orders for maintenance and breakdowns.
32. Monitors employee timesheets (work, sick, vacation, and comp time)
33. Uses transit to layout roads, set grade elevations, set off sets, and hubs.
34. Insures all safety information such as tool box talks, guidelines are followed.
35. Performs carpentry work where needed.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:**

Supervises a crew of four to six people, engaged in a variety of road construction and/or repair activities. Insures that all employees are following quality standards and safety policies. Trains and monitors performance of all members of his/her crew.

**Other Skills and Abilities:**

- Ability to read blueprints, surveys and job specifications.
- Ability to carry out complex written or oral directives or instructions.
- Ability to use a transit to establish grades and lay out projects.
- Advanced mechanical skills a plus.
- Ability to work with and effectively supervise employees.
- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees.

**Education and/or Experience:**

Five years of experience in operating equipment or supervising the operation of equipment involved in road construction and maintenance. High school diploma or GED required. **Must have a valid CDL license with a clean driving record.**

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this position include close, distance, depth perception and peripheral vision. Must have the ability to adjust focus. **Ability to perform strenuous physical tasks such as bending, lifting, carrying, digging, etc**

The employee must occasionally lift and/or move up to 100 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the typical work environment is loud to very loud. Works in all types of weather and sometimes works early morning hours till late hours in the evening. All work is performed on/or adjacent to highways often containing high speed and/or heavy traffic.

JESAP Grade Assignment: 11

Date 07/09/2013



## BENTON COUNTY

### Job Description

JOB TITLE: Heavy Equipment Operator III

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Exempt (Y/N):N

DEPARTMENT: Road Department

DATE PREPARED: July, 2013

SUPERVISOR: ~~Road~~ **Construction** Superintendents

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#### SUMMARY:

Operates and maintains heavy power equipment. Repairs roads, patches as needed, operates small motorized equipment, flags traffic and work trucks and equipment, performs various types of welding on heavy equipment and performs rough carpentry work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Operates and maintains heavy power equipment such as bulldozers, semi-trucks, graders, chip spreaders, oil distributors, asphalt lay-down machines, grade-all, front loaders, backhoe, hydraulic excavator, may serve as lead worker to lower level personnel involved in road construction.
2. **In the absence of a foreman this position acts as a leader and supervisor for small crews engaged in road maintenance and repair projects. Examples of projects include the following: constructing and repairing roads, and drainage systems; laying pipe; grading and asphaltting roads; installing/repairing signs and guardrails; repairing damaged guardrails, and signs.**
3. Repairs failures in the roadway, shoulders or bridge decks; repairs or replaces signs, posts, guardrails and fences.
4. Operates small motorized equipment such as chain saws, drills, jack hammers, saws, paving breakers and tampers.
5. Performs as a flag person directing highway traffic.
6. Applies herbicides to highway right-of-way.

7. Reports to work outside of normal work hours for emergency operations.
8. Installs or repairs highway signs near high speed and/or heavy traffic.
9. Drives a truck with a snowplow and sand spreader during snow and ice control.
10. Performs rough carpentry work, building and installing forms using lumber and small hand tools, for concrete bridge decks, bridge posts, curbs, wingwalls, and headwalls.
11. Performs various types of welding on heavy equipment repair of dump beds, bridge structures and special fabrication. Performs related work as required and assigned.
12. Reads and comprehends engineered road blueprints.
13. Passes a minimum of 8 heavy equipment operator qualifying examinations along with the Advanced Grader Operator Qualifications examination.
14. Sets grades and or hubs without plans or engineering to facilitate proper drainage of roadway.
15. Has the ability to work alone and or direct others when foreman is unavailable.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

Eight to Twelve years experience, High School Diploma or GED with tech school and/or five years on the job training.

#### **WORKING RELATIONSHIPS:**

Communicates on a daily basis with co-workers, road overseer, and road foreman. Occasionally speaks with the general public out on the job site.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this position include close, distance, depth perception and peripheral vision. Must have the ability to adjust focus. The employee must occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is loud to very loud. Works in all types of weather and sometimes works early morning hours till late hours in the evening. All work is performed on/or adjacent to highways often containing high speed and/or heavy traffic.

**JESAP Grade Assignment:**           11          

**Date** 07/09/2013



## BENTON COUNTY

### Job Description

JOB TITLE: Equipment Operator II

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Exempt (Y/N):N

DEPARTMENT: Road Department

DATE PREPARED: July, 2013

SUPERVISOR: ~~Road~~ Construction Superintendents

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### SUMMARY:

Operates and maintains heavy power equipment. Repairs roads, patches as needed, operates small motorized equipment, flags traffic and work trucks and equipment, performs various types of welding on heavy equipment and performs rough carpentry work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Operates and maintains heavy power equipment such as bulldozers, semi-trucks, graders, chip spreaders, oil distributors, asphalt lay-down machines, grade-all, front loaders, backhoe, hydraulic excavator, may serve as lead worker to lower level personnel involved in road construction.
2. Repairs failures in the roadway, shoulders or bridge decks; repairs or replaces signs, posts, guardrails and fences.
3. Operates small motorized equipment such as chain saws, drills, jack hammers, saws, paving breakers and tampers.
4. Performs as a flag person directing highway traffic.
5. Applies herbicides to highway right-of-way.
6. Installs or repairs highway signs near high speed and/or heavy traffic.
7. Drives a truck with a snowplow and sand spreader during snow and ice control.
8. Performs rough carpentry work, building and installing forms using lumber and small hand tools, for concrete bridge decks, bridge posts, curbs, wingwalls, and headwalls.

9. Performs various types of welding on heavy equipment repair of dump beds, bridge structures and special fabrication. Performs related work as required and assigned.
10. Passes a minimum of ~~5~~ **8** heavy equipment operator qualifying examinations along with the Intermediate Grader Operator Qualifications examination.
11. Reads and comprehends engineered road blueprints.
12. Reports to work outside of normal work hours for emergency operations.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

~~Five to seven~~ **Six to eight** years of experience, High School Diploma or GED with tech school and/or two years on the job training.

### **WORKING RELATIONSHIPS:**

Communicates on a daily basis with co-workers, road overseer, and road foreman. Occasionally speaks with the general public out on the job site.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this position include close, distance, depth perception and peripheral vision. Must have the ability to adjust focus.

The employee must occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is loud to very loud. Works in all types of weather and sometimes works early morning hours till late hours in the evening. All work is performed on/or adjacent to highways often containing high speed and/or heavy traffic.

**JESAP Grade Assignment:**       8      

**Date** 07/09/2013



# Benton County

Job Description

## Job Title: Operations Coordinator

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**Exempt (Y/N):** N

**Department:** Road Department

**Date Prepared:** May, 2013

**Supervisor:** Construction Superintendents & Shop Superintendent/Fleet Mgr.

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### Summary:

Answers complaints from the general public that requires immediate response, purchases supplies, parts, and fuel. Prepares reports and assists the ~~fleet manager~~, **construction superintendents**, comptroller, and ~~assistant county administrator~~ administrator of public services in preparing the yearly budget. Helps keep watch over budget spending for the department. Make inputs to the maintenance/repair system on all services and repairs to all vehicles. Has a working knowledge of GIS, Arkview, and GPS operations of the county roads. Inputs daily into the ~~GEMS~~ **Pubworks** system, such as road work orders and whop work orders, and any other updates that are needed. Assists in the evaluation process during employee evaluations. ~~Assists the fleet manager in supervising the shop employees.~~

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Answers all complaints received that cannot wait for someone to come in and direct as needed.
2. Required to work on the computer on a daily basis.
3. Makes all updates/changes to vehicle maintenance records in order to insure that maintenance intervals are maintained.
4. Purchases all supplies, fuel, and parts for repair, maintenance, and fueling of all road department equipment. "Shop" around and ensures that the prices received for supplies, fuel, and parts are the best that can be found depending on the county's needs thus saving the county money.
5. Prepares reports concerning unit work activity, maintains various department records on personnel, equipment, and materials, inventories, etc.
6. Prepares the annual budget for the road department assisting the ~~assistant county administrator~~ **construction superintendents and administrator of public services** county judge, and comptroller.
7. Prepares purchase orders to the ~~three road superintendents~~ **construction superintendents** and fleet manager for their materials.
8. Assists the fleet manager in monitoring budget spending.

9. Works with GIS, GPS, and Arcview systems. Puts in necessary updates as needed.
10. Works with ~~GEMS~~ Pubworks system doing daily inputs, and updates.
11. Assists in the evaluation process of the employee evaluations.
12. ~~Assists the fleet manager in the supervision of the shop employees.~~
12. Assists employees with different issues on a daily basis. Relays information for the employee to the administration building for different needs.
13. In charge of the time sheets for all personnel.
14. Enters time into the payroll computer system.
15. Answers two-way radio traffic when assistance is needed.
16. Completes workers compensation forms and sends to human resources.
17. Contacts human resources when employees need help with insurance claims.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must know Microsoft Word and Excel.
2. Must be familiar with Pubworks
3. Needs to be able to use Arcview and GIS
4. Must have good communications skills with the public
5. Must have good typing skills
6. Needs to have good radio communication skills
7. Must have good filing skills.

### **Education and/or Experience:**

Five years of office experience , high school diploma or GED is required.

### **Working Relationships:**

Communicates with all levels of management and other employees and the general public on a daily basis. Also must speak with vendors/contractors and insurance agents for various projects.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position

include close and distance vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the typical work environment is moderate to loud.

**JESAP Grade Assignment:**       8      

**Date** 07/09/2013



# Benton County

## Job Description

### Job Title: Road Department Staff Assistant

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**Exempt (Y/N):** N

**Department:** Road Department

**Date Prepared:** June, 2013

**Supervisor:** Construction Superintendents & Shop Superintendent/Fleet Mgr.

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#### Summary:

~~Provides data entry for vehicles and road repairs for supervisors. Helps answer phones and issue purchase orders. Works with Operations Coordinator to update files and manage flow of repair order costs to Accounting Department. Enters vendor invoice information to correct account code and to work orders. Monitors parts inventory and usage. Responsible for entering all new fleet data into the GEMS accounting system.~~

Provides data entry into Pubworks. Provides support to all department personnel, as needed. Serves as the first contact between the general public and the road department. Provides timesheet information to all department personnel.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Generates work orders from written requests for work to be done
2. Issues purchase orders daily for all of the purchases made in that day. **construction materials, as needed,**
3. ~~Assists in sheets and payroll information for 81 employees, enters payroll information into the GEMS system and processes paperwork through the personnel office. Processing and records information at the road department as required.~~
3. Answers two-way radio and direct radio traffic as needed.
4. Maintains work order file for all supervisors.
5. Keeps vehicle files up to date and maintained.
6. Maintains inventory set levels and county assets.
7. Operates computer on a daily basis with emphasis on word processing, spreadsheet, Internet and mainframe applications use.
8. Tracks job costs for supervisors and accounting department
9. Keeps record of work activity and work order labor charge out.

10. Works with Information Systems Department on the GEMS Pubworks software system and stays current on all system updates.
- ~~11. Helps with GIS data entry for the Road Department and makes fuel entries.~~
11. Answers phone calls, receives complaints and concerns, determines appropriate action needed and forwards information to the appropriate person or crew for action.
12. Assists County residents that come into the Road Department Office with questions or concerns about County roads.
13. Records employee timesheet information in to Pubworks system.
14. Keeps information up to date in Pubworks of all material pricing, vendor contact information, employee information, and equipment rates.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must know Microsoft Word and Excel.
2. Must have extensive knowledge of Pubworks Software
3. Must have good communication skills with the public
4. Must be familiar with GIS data entry and operations
5. Needs good radio communication skills.
6. Must have strong organizational skills.

### **Education and/or Experience:**

High school diploma or GED, computer training, vocational school or on the job training. Some college coursework is a plus. **Two years of experience working in an office setting is required.**

### **Working Relationships:**

Communicates with operations coordinator, asset control coordinators, construction superintendents, and crews. Also speaks with the general public and vendors on a daily basis. Works with the County Accounting Department to get purchase orders for daily business activities. Works with the employees in assisting them on various needs. Communicates with the Human Resources Department for different situations. Communicates with the County Judge's Office for different needs.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit and for more than two hours at a time, reach with hands and arms, use hands to handle or feel objects/controls and talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Must occasionally lift up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the typical environment is moderate to light. Works in an office setting with light to moderate traffic.

**JESAP Grade Assignment:**         6        

**Date** 07/09/2013

## Department 44 – Road Department

### *Reorganization*

Position Title	Authorized Positions	Worker's Comp Rate	Annual Base Amount	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
Construction Supt II	1	0.0524	53,019.20	4,055.97	3,114.37	7,719.60	5,580.00	73,489.13
Construction Supt I	1	0.0524	50,356.80	3,852.30	2,957.98	7,331.95	5,580.00	70,079.02
Shop Superintendent/Fleet Manager	1	0.0524	44,865.60	3,432.22	2,635.42	6,532.43	5,580.00	63,045.67
Assistant Road Superintendent	2	0.0524	84,530.60	6,466.59	4,965.36	12,307.66	11,160.00	119,430.21
Asset Control Coordinators	2	0.0015	78,083.20	5,973.36	131.30	11,368.91	11,160.00	106,716.78
Foreman - Roads	2	0.0524	80,038.81	6,122.97	4,701.51	11,653.65	11,160.00	113,676.94
Welder/Mechanic I	2	0.0583	66,352.00	5,075.93	4,336.39	9,660.85	11,160.00	96,585.17
Welder/Mechanic II	4	0.0583	137,529.60	10,521.01	8,988.15	20,024.31	22,320.00	199,383.07
Welder/Mechanic III	1	0.0583	35,568.00	2,720.95	2,324.52	5,178.70	5,580.00	51,372.17
Operators Coordinator	1	0.0015	38,884.56	2,974.67	65.38	5,661.59	5,580.00	53,166.21
Equipment Operator I	4	0.0411	129,521.60	9,908.40	5,967.46	18,858.34	22,320.00	186,575.81
Equipment Operator II	13	0.0411	455,258.77	34,827.30	20,975.18	66,285.68	72,540.00	649,886.93
Equipment Operator III	16	0.0411	606,698.96	46,412.47	27,952.50	88,335.37	89,280.00	858,679.30

Form Setter Finisher	1	0.0861	29,681.60	2,270.64	2,864.81	4,321.64	5,580.00	44,718.69
Maintenance-Sign Technician	1	0.0583	29,681.60	2,270.64	1,939.82	4,321.64	5,580.00	43,793.70
Truck Driver I	9	0.0524	262,142.40	20,053.89	15,398.35	38,167.93	50,220.00	385,982.58
Truck Driver II	8	0.0524	250,161.60	19,137.36	14,694.59	36,423.53	44,640.00	365,057.08
Road Dept. Staff Assistant	1	0.0015	29,681.60	2,270.64	49.91	4,321.64	5,580.00	41,903.79
Overtime		0.0411	73,349.79	5,611.26	3,379.45	10,679.73	-	93,020.23
	<hr/>							
	70		2,535,406.29	193,958.58	127,442.47	369,155.16	390,600.00	3,616,562.50

<b>5010</b>	2,535,406.29
<b>5060</b>	193,958.58
<b>5070</b>	369,155.16
<b>5090</b>	390,600.00
<b>5100</b>	127,442.47

3,616,562.50

This Budget	3,616,562.50
Existing Budget	<u>3,989,814.47</u>
<b>Savings (all to OT budget)</b>	<b>373,251.97</b>

## Request for Waiver in Policy

### *Wage Adjustments*

Position	Old Base Amount	Total Compensation	New Annual Base Amount	Total Compensation	Difference	Reason
Construction Supt.I	44,761.60	62,912.47	50,356.80	70,079.02	7,166.56	Internal Equity
Mechanic/Welder I	29,494.40	43,552.69	33,176.00	48,292.58	4,739.89	Internal Equity
Mechanic/Welder I	29,993.60	44,195.39	33,176.00	48,292.58	4,097.19	Internal Equity
Mechanic/Welder II	31,200.00	45,748.57	34,382.40	49,845.77	4,097.19	Internal Equity
Mechanic/Welder II	33,716.80	48,988.84	34,382.40	49,845.77	856.93	Internal Equity
Mechanic/Welder II	32,801.60	47,810.56	34,382.40	49,845.77	2,035.21	Internal Equity
Sign Shop Technician	28,516.80	42,294.08	29,681.60	43,793.70	1,499.63	Internal Equity
Truck Driver I	27,955.20	41,386.15	28,516.80	42,105.47	719.32	Internal Equity
Truck Driver I	28,412.80	41,972.26	28,516.80	42,105.47	133.21	Internal Equity
Truck Driver II	29,390.40	43,224.41	29,681.60	43,597.39	372.98	Internal Equity
Truck Driver II	29,078.40	42,824.79	29,681.60	43,597.39	772.60	Internal Equity
Truck Driver II	29,328.00	43,144.49	29,681.60	43,597.39	452.91	Internal Equity
Truck Driver II	29,078.40	42,824.79	29,681.60	43,597.39	772.60	Internal Equity

27,716.22

**Amounts already included in previous budget**



## BENTON COUNTY

### Job Description

#### **JOB TITLE: Programmer Level-1**

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Exempt (Y/N): Yes

DEPARTMENT: Information Systems

DATE PREPARED: March, 2013

SUPERVISOR: IT Project Manager

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#### **SUMMARY:**

The programmer applies standard programming procedures and knowledge of pertinent functional areas such as the Accounting Department, Sheriff's Office, and County Clerk. Analyzes needs, designs, writes and tests new programs and applications. Programs developed or modified are typically linked to several other programs. The programmer also maintains and revises existing systems and provides technical assistance to users as well as to others in the Information Technology Department. Works according to approved requirements and detailed specifications. Applies judgment in devising program logic and selecting and adapting standard programming procedures; obtains advice when precedents are unclear or unavailable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Write reports and queries as necessary for county officials.
2. Correct errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.
3. Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.

4. Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
5. Write, update, and maintain computer programs or software packages to handle specific jobs, such as tracking inventory, storing or retrieving data, or controlling other equipment.
6. Develops data bases, programs and procedures necessary to integrate and/or implement the system. Tests system fully to determine its operational reliability.
7. Documents system for user department and ITS conforming to institutional standards.
8. Assists user and operating areas in implementing and supporting systems including system installation, training and troubleshooting.
9. Carries out fact finding and program analysis of problems; applies established procedures to bring resolution.
10. All other reports required by the IT Director.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must be familiar with standard financial procedures for local government.

The incumbent must be familiar with Microsoft Access and Visual basic.

The incumbent must be familiar with Microsoft SQL.

#### **EDUCATION and/or EXPERIENCE:**

The incumbent must have working knowledge of micro network based computer systems. The applicant must have experience developing program code and writing reports in a Microsoft networking environment. A college degree in computer science or related field or 3 to 5 years experience in information systems is preferred.

**OTHER SKILLS and ABILITIES:**

This position requires a significant amount of problem solving skills and customer support. It will be necessary to assist technology users through training, explanation and troubleshooting. A sound understanding of basic automation techniques and people skills are required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit and to talk or hear; use hands to finger, handle, or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision and the need to view a computer screen for extended periods of time.

The employee must occasionally be required to lift up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There will be frequent travel to and from remote county offices.

**JESAP Grade Assignment:** 16

**Date** 07/09/2013



## BENTON COUNTY

Job Description

### JOB TITLE: IT-Project Manager

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Exempt (Y/N): Yes

DEPARTMENT: Information Technology

DATE PREPARED: July, 2013

SUPERVISOR: Director of Information Technology

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#### SUMMARY:

Under the direction of the Information Technology Director, the Project Manager is responsible for the overall planning, management and completion of complex IT projects. Projects include software development, database management, network systems, pc deployment, etc. The Project Manager also supervises the software development team. Furthermore, the Project Manager works with Elected Officials and Department Heads to develop the project scope of work documents and project plans. The Project Manager also uses project management skills to manage project roles, identify resource requirement, meet training needs, define project deliverables, and insure quality in IT projects. Identifies the technical approach to be used on a given project and manages the system development process. This individual also documents opportunities to integrate systems and resources to fulfill project requirements. Ensures effective communications and relationships between department heads and project team members are maintained. Duties may require 24 hour, seven days per week on-call responsibility for project support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Supervise the Webmaster, and Programmer Level 1 position**
- Run complex projects/programs from design and development to production.
- Lead the software development team
- Lead the planning of projects
- Participate in design phase of software projects
- Facilitate the definition of project missions, goals, tasks, and resource requirements
- Responsible for assembling the project staff
- Manage project resource allocation.
- Negotiate with project stakeholders or suppliers to obtain resources or materials.

- Manage project execution to ensure adherence to budget, schedule, and scope.
- Lead the database administration efforts
- Identify, review, or select vendors or consultants to meet project needs.
- Direct or coordinate activities of project personnel.
- Develop and manage work breakdown structure (WBS) of information technology projects.
- Perform risk assessments to develop response strategies.
- Submit project deliverables, ensuring adherence to quality standards.
- Monitor the performance of project team members, providing and documenting performance feedback.
- Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
- Confer with project personnel to identify and resolve problems.
- Defines requirements and plan project lifecycle deployment.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Incumbent must PMP (Project Management Professional) Certification or equivalent. The Project Manager must also have a bachelor's degree or greater in computer science, information technology or other related technical field. The incumbent must also have experience with MS Project. Five to seven years of project management/ programming experience may considered instead of the bachelor's degree.

### **OTHER SKILLS and ABILITIES:**

- Ability to clearly document features, technical specifications, and infrastructure requirements for self-produced technical work and job processes.
- Must be able to continuously monitor industry trends, technologies, and standards and be able to research, recommend, and apply new technologies as they emerge.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit and to talk or hear; use hands to finger, handle, or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision and the need to view a computer screen for extended periods of time.

The employee must occasionally be required to lift up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. There will be frequent travel to and from remote county offices.

**JESAP Grade Assignment:**       20      

**Date** 07/09/2013



## BENTON COUNTY

### Job Description

#### **JOB TITLE: Systems Administrator**

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Exempt (Y/N): Yes

DEPARTMENT: Information Systems

DATE PREPARED: July, 2013

SUPERVISOR: Director of Information Systems

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#### **SUMMARY:**

The Systems Administrator is responsible for the configuration, implementation, and maintenance of various technologies managed by the Information Systems department. This position focuses on the administration of the county's network infrastructure to include desktop PC's, servers, network equipment, and software applications. The Systems Administrator will assess and identify appropriate solutions to be integrated into the County's systems operation and make recommendations for implementation. This individual works under the direction of the Director of Information Systems. This position is directly responsible for network reliability, security and integrity. The Systems Administrator also ensures that there is a networks disaster recovery plan in the event of an emergency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Delegates assignments to Assistant Network Administrator and PC support specialists.**
- Assists in the planning, design, documentation, and implementation of various systems to include desktop PC's, servers, network equipment, and software applications.
- Develops, maintains, and monitors procedures for all server backups.
- Monitors, plans, and coordinates the distribution of client/server software and service packs.
- Makes recommendations for new equipment and services to purchase and works with various vendors for procurement.
- Performs on-site and remote technical support.
- Assists in the organization and inventory of all hardware and software resources.
- Maintains excellent communication with the Director of Information Systems on all tasks and projects.
- Creates and maintains good technical documentation.
- Provides emergency on-call support on a rotating schedule.
- Ensures network security by maintaining county firewalls and overseeing security policies.

- Responsible for all server support and maintenance.
- Responsible for administering all server systems, including, email distribution, paging, etc.
- Provides county data and computer operations disaster recovery plan.
- Maintains wired and wireless infrastructure.
- Monitors industry trends and emerging technologies and makes recommendations to the Director of Information Systems.
- Performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

- Incumbent must have a bachelor's degree in Computer Information Systems or equivalent , and at least three years' experience in a Microsoft networking environment, or a current Microsoft Certified Systems Engineering Certification or Comptia's A+ and Network + Certification and 5 years' experience in a Microsoft Networking environment.
- Several years' experience specifically with Windows 2000/2003 Server platforms with an emphasis on Active Directory. Strong background in Exchange 2000/2003 messaging system. Solid knowledge of LAN/WAN configurations to include experience with Cisco routers & switches, Internet firewalls, and wireless technology. Basic Windows scripting skills. Experience setting up and managing database systems such as SQL Server. Background supporting telephone systems such as Merlin Legend. Advanced hardware & software troubleshooting skills. Maintains quality customer service skills, a strong work ethic, and is a team player with the ability to work well independently. Must possess above average organization skills, excellent communication skills, and can demonstrate problem solving skills. Considered an out of the box thinker and displays a willingness to learn.

#### **OTHER SKILLS and ABILITIES:**

- Ability to clearly document features, technical specifications, and infrastructure requirements for self-produced technical work and job processes.
- Must be able to continuously monitor industry trends, technologies, and standards and be able to research, recommend, and apply new technologies as they emerge.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**JESAP Grade Assignment:**           20          

**Date** 07/09/2013

## Department 49 – Information

### *Reorganization*

Position Title	Authorized Positions	Annual Base Amount	FICA	Workers Comp	Retirement	Medical and Group Life	Total Compensation
Delete Database Report Writer	-1	(55,893.82)	(4,275.88)	(93.99)	(8,138.14)	(5,580.00)	(73,981.82)
Delete Software Programmer	-1	(50,369.54)	(3,853.27)	(84.70)	(7,333.81)	(5,580.00)	(67,221.31)
Re-grade Systems Administrator add \$1,317	1	53,019.20	4,055.97	89.15	7,719.60	5,580.00	70,463.92
Subtract Old Salary Rate for Systems Administrator	-1	(52,480.43)	(4,014.75)	(88.25)	(7,641.15)	(5,580.00)	(69,804.58)
Add IT Project Manager	1	53,019.20	4,055.97	89.15	7,719.60	5,580.00	70,463.92
Add Programmer - Level I	1	40,000.00	3,060.00	67.26	5,824.00	5,580.00	54,531.26
Add One P.C. Support Specialist	1	34,715.20	2,655.71	58.37	5,054.53	5,580.00	48,063.82
	1	22,009.81	1,683.75	37.01	#####	5,580.00	32,515.20
						<b>Commissioned Accounts Contribution</b>	<b>(17,953.00)</b>
						<b>Full-year budget impact</b>	<b>14,562.20</b>
						<b>2013 budget impact</b>	<b>4,480.68</b>

% Increase in 2013 Budget 0.00650

## Summary of JESAP Grading

July 9, 2013

<b>Fund</b>	<b>Dept</b>	<b>Position Title</b>	<b>Old Grade</b>	<b>JESAP Approved Grade</b>
010	5	Lieutenants	16	18
010	67	Lieutenants	16	18
010	30	Deputy Director of DEM	13	15
010	35	Assistant Mgr. of JDC	13	15
010	68	Deputy Director of Emerg, Comm.	12	14
010	2	Elections/Voter Administrator	11	14
010	19	Acctg. Specialist - Fixed Assets	New	10
010	21	File Clerk	New	4
010	27	Chief Deputy Coroner	New	15
010	35	JDC Staff Assistant	New	6
020	44	Construction Superintendent II	18	20
020	44	Construction Superintendent I	New	18
020	44	Shop Supt/Fleet Manager	15	17
020	44	Assistant Road Superintendent	14	15
020	44	Asset Control Coordinator	13	14
020	44	Foreman	9	11
020	44	Operator III	8	11
020	44	Operator II	7	8
020	44	Operations Coordinator	7	8
020	44	Sign Maintenance Tech	6	6
020	44	Staff Assistant	New	6
010	49	Programmer- Level 1	New	16
010	49	IT Project Manager	New	20
010	49	Systems Administrator	19	20