

**Personnel Meeting Agenda
January 27, 2014, 6:00 PM
Quorum Court Room, Administration Building**

New Business:

- 1. Reorganization in Department 0103 (05) – Sheriff**
 - a. Add one (1) Chief Deputy – grade 24
 - b. Add one (1) Lieutenant – grade 18
 - c. Delete one (1) Captain – grade 20
 - d. Delete one (1) Sergeant – grade 15
 - e. Delete one (1) Detective II – grade 14

- 2. Change in Job Title Only in Department 0418 (67) - Jail**
 - a. Change Job Title of Booking Supervisors to Booking Sergeants (no change in grade or rate of pay) Schedule 4 change only

- 3. Reorganization in Department 0104 (06) – Tax Collector**
 - a. Add one (1) Satellite Office Administrator – Grade 11
 - b. Delete one (1) Deputy Collector Supervisor – Grade 10

- 4. Reorganization in Department 0105 (07) - Assessor**
 - a. Add one (1) Lead Personal Property Deputy - Grade 8
 - b. Delete one (1) Deputy Assessor III – Grade 7

- 5. Reorganization in Department 0113 (19) Accounting and Human Resources**
 - a. Add one (1) Assistant Human Resources Manager – Grade 18
 - b. Delete one (1) Benefits Administrator – Grade 11

Old Business:

Other Business:

1. Set a meeting date for March to discuss Salary Study and Compensation System Proposals

Add 1-Chief Deputy and 1- Lieutenant; Delete 1- Captain, 1 = Sergeant, and 1 -Detective II

Position Title	Auth. Pos.	Annual Base Amount	Total Compensation
Add (1) Chief Deputy	1	75,631.92	99,883.35
Add (1) Lieutenant	1	50,856.00	68,990.94
Delete (1) Captain	-1	(53,539.00)	(72,336.30)
Delete (1) Sergeant	-1	(42,702.00)	(58,823.95)
Delete (1) Detective II	-1	(39,436.80)	(54,752.66)
	-1	\$ (9,189.88)	\$ (17,038.61)

2014 Impact on Dept. Fund

(14,417.28)



Benton County

Job Description

Job Title: Booking Supervisor Sergeant

Exempt (Y/N) : N
Date Prepared: Jan, 2013

Department: Sheriff's Office
Supervisor: Jail Shift Lieutenant

Summary:

The Booking Supervisor **Sergeant** is responsible for the overall management of the Booking operations and all staff directly assigned to this area during a given shift. This requires close and courteous interaction with inmates under normal and potentially volatile circumstances. The Booking Supervisor **Sergeant** is required to handle multiple tasks simultaneously while being mindful of security operations.

Essential Duties & Responsibilities

Examples of essential duties and responsibilities include, but are not limited to:

1. Supervising all personnel and inmates within the booking area to ensure the safe and effective operations, including selecting, training, scheduling, and managing performance;
2. Maintaining current property procedures while identifying, documenting and correcting any property issues. This will also include commissary deposit procedures;
3. Overseeing the effective operations of the AFIS system, including researching and documenting all discrepancies and holding staff accountable to expected practices and protocols;
4. Work closely with the transport division in organizing all inmate trips by preparing the necessary detainers and any other necessary paperwork;
5. Will oversee classification operations during a given shift;
6. Periodically auditing booking files, Booking deputy procedures and all other booking tasks for discrepancies;
7. Maintain the Booking deputy schedules, vacations and any leave requests;
8. Complying with all policies and procedures of the Benton County Jail;

9. Personally checks files of arriving and inmates to be released to ensure legal authority to detain or release exists, will act as final authority for release of inmate;
10. Reviews inmate list daily and ensures all inmates are afforded their right to their first appearance hearing in front of a judge/magistrate within 48 hours of arriving at the jail.
11. Performing other duties as assigned.

Supervisory Responsibilities: A Booking Supervisor **Sergeant** will directly supervise and mentor all deputies assigned to them in the booking area, which includes Jail Deputies I, II, and III's. He/she will be responsible for evaluating performance of booking personnel.

Education and/or experience High School Diploma or GED

Qualification Requirements

The Booking Supervisor **Sergeant** will have at least 2 years of experience in the Benton County Jail, at least 2 years of experience in proficiently performing the duties of Booking Deputy, and six months of supervisory experience.

Must be able to effectively communicate both written and orally in the English language.

Physical Demands/Work environment

The Booking Supervisor **Sergeant** can expect to frequently stoop, kneel, crouch, stand, climb stair, walk, and sit. Other Physical demands include periodic high levels of exertion in the form of self-defense or use of force and lifting or moving over 100 lbs. The Booking Sergeant must possess sufficient physical capability and training to overcome and restrain a combative inmate.



Benton County

Job Description

Job Title: Satellite Office Administrator

Exempt (Y/N) : Y
Date Prepared: January, 2014

Department: Tax Collector's Office
Supervisor: Office Manager

Summary:

The Satellite Office Administrator reports to the Office Manager and assists in establishing and maintaining the efficiency of day to day regional office operations. The Satellite Office Administrator works with the public to answer questions or resolve conflict regarding taxation. The Satellite Office Administrator is responsible for daily monetary deposits of significant amounts.

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

1. Schedules all Deputy Collectors I, II, and/or III's, in his/her respective regional offices, and is the designated contact for any questions, concerns or absenteeism.
2. Requires a high degree of accuracy concerning all payments, especially credit card fees, ensuring correct change is being given, paying very close and continuous attention to the control of office operations.
3. Requires intermittent direct thinking to determine the optimal way to handle situations as they arise. High degree of concentration must be sustained for long durations to ensure accuracy at the utmost level.
4. This position ensures the security of the office. Distributes keys and safe combinations to all new, authorized employees.
5. Keeps management abreast of maintenance related issue(s) or office machine related or repairs pertaining to his/her respective office.
6. Will train all new employees in proper phone manner, proper cash handling and cash receipts.
7. Responsible for maintaining the accuracy of the cash amount within the vault of \$1,200.00 and all cash drawers of \$1,000.00 to ensure cash control. The office deposits on average \$60,000.00 daily, bringing the annual deposit approximately to \$15,512,000.
8. Responsible for keeping the office clean, orderly and fully supplied.

9. Designated contact for the public or any other person or organization inquiring about taxation.
10. Verify all deputy collector daily deposits.
11. Must make sure all manual posting is current and up to date in case of computer failure.

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 directly supervises up to four staff members.

Education and/or Experience:

High School Diploma, or equivalent, and a minimum of three years supervisory experience. Must have some knowledge of laws governing public funds or be willing to research them or attend on-going training. Experience with Microsoft Word, Excel, Outlook and Access.

Interpersonal skills and professionalism are important as this position regularly communicates with the staff, the public, the Administrative Assistant, Office Manager, and the Collector.

High School Diploma, or equivalent, and a minimum of three years supervisory experience. Must have some knowledge of laws governing public funds or be willing to research them or attend on-going training. Experience with Microsoft Word, Excel, Outlook and Access.

Interpersonal skills and professionalism are important as this position regularly communicates with the staff, the public, the Administrative Assistant, Office Manager, and the Collector.

Working Relationships:

The deputy collector supervisor has frequent interactions with the general public, internal staff, and occasional interactions with staff from other departments. At times these interactions may be with people who may be emotional in communicating their needs. Skills in effective communications and handling conflict are very important for being successful in this position.

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. All aspects of general office work environments apply.

JESAP Grade Assignment: 11

Date 01/23/14

2014 Personnel Request

Add one Satellite Office Administrator and Delete one Deputy Collector-Supervisor

Position Title	Authorized Positions	Annual Base Amount	Total Compensation
Add one Satellite Office Administrator	1	34,007.78	47,284.75
Delete one Deputy Collector - Supervisor	-1	(32,388.72)	(45,299.25)
	<u>0</u>	<u>1,619.06</u>	<u>1,985.50</u>

2014 Impact on Department Fund 1,680.04
 2014 Impact on Gen Fund 516.94

Percentage Increase in 2014 Budget 0.001330
 Percentage Increase for Employee 4.7%

BENTON COUNTY
Job Description

JOB TITLE: LEAD PERSONAL PROPERTY DEPUTY

Exempt (Y/N): No

DEPARTMENT: Assessor's Office

DATE PREPARED: January 2014

SUPERVISOR: Business/Personal Manager

SUMMARY:

To create and modify personal property assessments for all residents of Benton County owning personal property as defined by the State of Arkansas (assets in Benton County and new acquisitions). To perform the duties in a manner that complies with the Arkansas Constitution, legislative acts, statutory requirements, Assessment Coordination Department rules and directives, and the policies of the Benton County Assessor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Able to process personal property and **business/commercial assessments**. Be able to provide assistance, instruction and information to staff and public. Scan documents into the program for vehicle information and reference purposes.
2. Duties include taking information for assessments that may be done in person, by telephone, fax or in writing. This office is now required to obtain from the property owner and enter into digital format each vehicle identification number. Information is immediately entered into the computer system generating a printed document and electronically sends data to the Arkansas Revenue Office as required by the State "STAR" project.
3. Process vehicle information sent by CVR (Computerized Vehicle Registration) received daily from Arkansas vehicle dealers. Some vehicles will need extra research.
4. Specific tasks include: assisting taxpayers, responding to incoming complaints, basic inquiries and routine informational requests from the general public, agencies, county offices, other Arkansas counties, and directing them to the appropriate entities. Initiating inquiries to other counties to verify information and taxpayer status. Maintain written records, files and documents, as required. At times, fax information to outside entities.
5. **Performs duties of Deputy Assessor III as required and supervises the day-to-day operations of the satellite office.**
6. **Manage supplies and equipment. Keeps management abreast of maintenance related issues(s) or office machine related or repairs pertaining to his/her respective office. Responsible for keeping the office clean, orderly and fully supplied.**
7. **Initiates action for non-routine projects and work out solutions to problems. Responsibilities are performed under limited supervision.**
8. **Supervises and trains personnel.**
9. **Is the taxpayer's first contact in addressing taxpayer issues while at a satellite office. Able to address, direct and/or resolve taxpayer issues.**

10. Performance of the duties provides the Collector with values that generate revenues that support all the local taxing authorities.
11. Attend regularly scheduled staff meetings.
12. All other duties as assigned by the Assessor, Manager or Supervisor.

LEAD DUTIES AND RESPONSIBILITIES:

Has authority to decide half-value for non-working vehicles. Does not have the authority to grant time off or comp time, but does have the authority to grant a lunch flex in certain situations depending on need (Lead judgment).

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:

Education desired to start is a high school diploma, ACD courses.

OTHER SKILLS and ABILITIES:

Ability to interpret and verify information to determine the appropriate actions in a wide variety of circumstances and situations. Maintain good, professional attitude in a stressful, fast-paced work environment while producing accurate and complete data entry procedures. Be able to remain professional when confronted by hostile/unruly individuals. Good public relations skills; comprehensive reading and listening skills with attention to detail; problem solving skills; ability to work and concentrate in a busy, active environment; take instruction and direction; accurate keyboarding skills; ability to sit for long periods; willingness to be a team member and support fellow employees. Good telephone skills.

Represent the Assessor and the County in a professional, respectable manner at all times. Perform general office procedures and operate office equipment (i.e., computer, printer, calculator, copier, fax, scanner), maintain data in computer system.

Collect and account for fees charged by the office. Also accountable for all equipment at workstation and County vehicle (when using).

WORKING RELATIONSHIPS:

Regular contact with property and business owners of Benton County, departments within the Assessor's office, other County offices, Assessment Coordination Department, State Revenue offices, Sheriff's department, municipal police departments, private investigators, private attorneys, County Department of Human Services, Internal Revenue Service, and Federal Bureau of Investigation.

PHYSICAL DEMANDS:

Be able to squat, bend-over at the waist, perform other physical movements necessary to pick-up boxes of paper/forms and move as required.

WORK ENVIRONMENT:

The noise level in the typical work environment is moderate to loud. The tasks are performed under sometimes highly stressful, fast paced, high volume, crowded conditions requiring high degree of concentration with constant interruption and the ability to refocus and perform tasks at a high level of efficiency and extreme accuracy.

JESAP Grade Assignment: 8

Date 01/23/14

**2014 Personnel Request
Add 1-Lead Personal Property Deputy and Delete 1-Deputy Assessor III**

Position Title	Authorized Positions	Annual Base Amount	Total Compensation
Add one Lead Personal Property Deputy	1	30,888.00	43,458.87
Delete one Deputy Assessor III	-1	(29,640.00)	(41,928.41)
	0	1,248.00	1,530.46

2014 Impact on Dept. Fund **1,295.00**
 2014 Impact on Gen Fund **398.46**

Percentage Increase in 2014 Budget 0.000319
Percentage Increase for Employee 4%



Benton County

Job Description

Job Title: Assistant Manager of Human Resources

Exempt (Y/N) : Y

Date Prepared: January, 2014

Department: Human Resources

Supervisor: Human Resources Manager

Summary:

The Assistant Manager of Human Resources will serve in the accounting and financial management function for the Benton County Human Resources Department. This includes accountabilities for all premiums collected and paid for the County Health Plan and various other County benefit plans. In addition, the Assistant Manager of Human Resources will oversee the bi-weekly processing of payroll to verify accuracy, compliance, and associated required reporting. A critical responsibility for this position is the development, implementation, and monitoring of benchmark measurements, reports and reconciliations for all payroll and/or benefits-related processes. This position will also oversee the weekly processing of claims payments and monthly payments of premiums. The Assistant Manager will work closely with the County Insurance Agent of Record and our Third Party Administrator in resolving employee claims issues and enrollment needs. The Assistant Manager of Human Resources will also oversee the processing of worker's compensation payments to employees and premium payments to the plan provider. This position will interact with elected officials and department heads on a daily basis, in providing information and recommendations concerning his/her payroll and employee benefits.

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

1. Oversees the bi-weekly payroll processing including all associated reporting requirements with the various Federal and State agencies.
2. Responsible for filing of all quarterly and annual reports with the Federal and State agencies.
3. Processes weekly medical claims payments to the Third Party Administrator and monthly premium/fee payments to the various policy providers.
4. Develop reconciliation processes and reports to check for payroll accuracy and compliance.
5. Process and administer all Workers Compensation claims as required by law and AAC Risk Management and compile quarterly reports on types of injuries by department.
6. Serves on the Benton County Plan Privacy Committee and is responsible for the protection and proper handling of all employee health records in accordance with the Health Information Portability and Accountability Act (HIPPA)
7. Coordinates Annual Benton County Health Fair and ongoing wellness activities including education programs in the areas of chronic disease and improving overall health.
8. Collect and analyze employee utilization data to identify areas for employee wellness programs, cost reductions, and increased efficiencies.
9. Audit monthly billings from all vendors including reconciliation employee and employer

10. Coordinate annual Wellness Testing Initiative including working with departments and designated testing sites as needed to ensure proper paperwork and materials are in place; scheduling testing at various County sites and times to allow all shifts to participate.
11. Coordinate the annual flu shot disbursements including selecting the best vendor, establishing the number of doses to be purchased, and establishing a method for those to receive vaccines at alternative times and dates.
12. Coordinate the annual on-site mammogram screenings, including location, disseminating information, and scheduling employees for participation.
13. Participate in the Safety Committee, providing summary statistics on accidents in the workplace and suggestions for accident reduction.
14. Administer health, life, dental, retirement, cafeteria plan insurance programs, monitor enrollment, premium payments, COBRA participation and compliance, HIPPA, and provide information to the various plans. Ensure compliance with Federal and State laws such as ADA, FMLA, COBRA, HIPPA, etc.
15. Assist with benefit and personnel budget projections for the current and future years.
16. Ensure compliance with applicable government regulations and assist with preparation of special reports, answer miscellaneous government surveys, various correspondence, and other related duties as needed or requested.
17. Ensure the benefit data in the County's financial/payroll system is accurate and current.
18. Develop, disseminate, and evaluate communication tools to enhance the employee's understanding and appreciation for the County's benefit plan.
19. Monitor and report, on a monthly basis, balances in the County's claim fund.
20. Work with IS staff to establish and maintain a county-wide intranet system.
21. Must maintain confidentiality in medical and personal matters regarding employees.
22. Must be knowledgeable and be willing to assist with all other job responsibilities within the Human Resource Department.

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.

OTHER SKILLS and ABILITIES: This position requires:

1. Excellent oral and written communication.
2. Strong organization skills that support multi-tasking and the ability to handle frequent interruptions.
3. Strong analytical and problem solving skills applying sound judgment and minimal supervision..

4. Computer proficiency in all Microsoft Office™ software programs.
5. The ability to maintain confidentiality at all times to build the trust of employees and comply with the HIPPA rules.
6. High degree of comfort and effectiveness dealing with people from diverse backgrounds and various emotional states.
7. Professionalism, attention to detail
8. Strong interpersonal skills, commitment to teamwork
9. Ability to prioritize and juggle multiple projects concurrently
10. Strong Problem solving skills
11. Flexibility and willingness to respond to last minute changes
12. Attributes: Team oriented, Entrepreneurial, Resourceful, Results oriented, Integrity for all audiences at all times, Future oriented, Individual growth capacity and desire, Change agent, Service committed
13. Basic knowledge of employment-related laws and regulations.
14. Thorough knowledge of organization's human resource policies and procedures.

WORKING RELATIONSHIPS:

This position will have daily contact with employees, health care providers and health care carrier. In addition the Assistant Manager of Human Resources will frequently interact with elected officials and other department heads.

Supervisory Responsibilities:

Directly supervises the payroll coordinator and at times supervises the work of the human resources assistant. In the absence of the human resources manager, the assistant manager will be responsible for the on-going operations of the office.

Education and/or Experience:

Bachelor's degree in Accounting and Finance or related field and three to five years' experience in human resources, compensation, and/or public accounting management. Seven to ten years managerial experience in the employee benefits area and/or compensation management may replace the degree requirement. PHR, CEBS, and/or CCP certifications preferred.

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 position, the employee is regularly required to sit, use hands and fingers to handle, or feel objects, reach with hands and arms, talk and hear. The employee must occasional lift and/or move up to 25 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

Work Environment:

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

The noise level is usually moderate and the environment reflects that of a typical office.

JESAP Grade Assignment: 18

Date 01/23/14

2014 Personnel Request

Add one Assistant Manager of Human Resources and Delete one Benefits Administrator

Position Title	Authorized Positions	Annual Base Amount	Total Compensation
Add one Assistant Manager Human Resources	1	50,856.00	67,946.22
Delete one Benefits Administrator	-1	(42,155.10)	(57,276.05)
	0	8,700.90	10,670.17

2014 Impact on Gen Fund 8,207.82

Percentage Increase in 2014 Budget 0.010422