

Personnel Committee

Agenda

Wednesday, October 8, 2014, 6:00 PM

1. Departments 400 and 418, Fund 1000 Benton County Sheriff/Jail

a. Department 400

- i. Add one (1) Sergeant (grade 15) and one (1) Detective II (grade 14). Delete two (2) detective I's (grade 13)
- ii. Add four (4) Corporal's (grade 13) and delete four (4) Deputy III's (grade 13)
- iii. Wage Adjustment Request (four positions)

b. Department 418

- i. Add part-time Jailer line to Schedule 4 and Department budget
- ii. Add four (4) Corporal positions (grade 13) and Delete four (4) Jailer III positions (grade 13) no change in budget

2. Department 0113, Fund 1000, Accounting and Human Resources

- a. Add one (1) Payroll Manager (grade 17) and delete one (1) Assistant Human Resources Manager (grade 18)
- b. Add one Coordinator of Training and Benefits (grade 15)
- c. Correct range for Comptroller (non-graded)

3. Department 0115, Fund 1000, Information Technology

- a. Add one(1) Systems Analyst (grade 15)
- b. Add one (1) Procurement and Inventory Coordinator (grade 14)
- c. Change in Job Title: Change Information Coordinator to Media Coordinator

4. Department 0416, Fund 1000, Prosecuting Attorney

- a. Add one (1) Legal Secretary II (grade 8)

~~5. Department 0111, Fund 1000 County Building Services~~

- ~~a. Wage Adjustment Request (one position)~~

6. Department 0501 Emergency Communications

- a. Add three (3) Public Safety Dispatcher II's (grade 8)

7. Department 0200, Fund 2000, Road Department

- a. Add one (1) Assistant Road Superintendent (grade 15) and delete one (1) Foreman (grade 11)

8. Addition to Employee Policy Manual

- a. Add language to allow for moving expenses for new hires.

9. Department 0403, Fund 1000 Circuit Court - Div IV, Judge Scott

- a. Add one part-time Legal Secretary/Court Orders Clerk (grade 7)

Departments 400 and 418, Fund 1000 Benton County Sheriff/Jail

Item 1-a-i: Add one (1) Sergeant (grade 15) for CID and one (1) Detective II (grade 14). Delete two (2) Detective I's (grade 13)

Annual Budget Impact: No change in number of positions

Add One Sergeant	55,203.20	67,860.77
Add One Detective II	41,496.00	57,320.22
Delete two Detective I's	(81,016.00)	(109,453.45)
	15,683.20	19,544.95

Item 1-a-ii: Add four(4) Corporal positions (grade 13) and delete four (4) Deputy III positions (grade 13) **No Change in number of positions and No Change in Budget**

Item 1-a-iii: Wage Adjustment Request *(Will post this information Monday)*

Item 1-b-i: Add Part-time Jailer line to Budget/Schedule 4

Annual Budget Impact:

Position	Wages Only	Total Compensation
Part-time Jailers	60,663.20	66,652.02

Item 1-b-ii : Add four(4) Corporal positions (grade 13) and delete four (4) Jailer III positions (grade 13) **No Change in Number of Positions and No Change in Budget**

Department 0113, Fund 1000, Accounting and Human Resources

Item 2-a: Add one (1) Payroll Manager (grade 17) and delete one (1) Assistant Human Resources Manager (grade 18) **No Change in Number of Positions and No Change in Budget**

Item 2-b: Add one (1) Training and Benefits Administrator (grade 15)

Annual Budget Impact:

Position	Wages Only	Total Compensation
Add 1 Coordinator of Training and Benefits	42,702.40	57,947.22

(New Position -- Job Description on following page)

Item 2-c: Correct range for Comptroller (non-graded)

Old Range:

Min	Mid	Max
64,292.56	82,430.14	100,567.72

New Range:

Min	Mid	Max
77,754.85	98,838.60	119,922.35

Annual Budget Impact: No Change in Budget



Benton County

Job Description

Job Title: Payroll Manager

Exempt (Y/N) : Y

Department: Accounting

Date Prepared: January, 2014

Supervisor: Comptroller

Summary:

The Payroll Manager 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 for all benefits. The Payroll Manager will be responsible for the annual projections, billing, and audit for the Worker's Compensation Plan. 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. Oversees the timely 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 benchmark reports to evaluate the competitiveness of the County's compensation and benefits plan.
5. Reconcile year-end payroll and prepare W-2's
6. Develop reconciliation processes and reports to check for payroll accuracy and compliance.
7. Audit monthly billings from all vendors including reconciliation employee and employer contributions.

8. Assist with benefit and personnel budget projections for the current and future years.
9. Provide excellent customer service support to internal and external customers. Must be able to meet the public in a tactful and diplomatic manner to promote the best image of the County. Establish an effective working relationship with Elected Officials and County personnel.
10. 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.
11. Makes recommendations for policy revisions to improve the quality of services and processing procedures
12. Ensure the benefit data in the County's financial/payroll system is accurate and current.
13. Monitor and report, on a monthly basis, balances in the County's claim fund.

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. Professionalism, attention to detail
6. Strong interpersonal skills, commitment to teamwork
7. Ability to prioritize and juggle multiple projects concurrently
8. Strong Problem solving skills
9. Flexibility and willingness to respond to last minute changes
10. 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
11. Basic knowledge of employment-related laws and regulations.
12. 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 Payroll Manager 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.

Approved by _____

Date _____

JESAP Grade Assignment: _____

Date _____



Benton County

Job Description

Job Title: Coordinator of Training and Benefits

Exempt (Y/N) : Y

Department: Human Resources

Date Prepared: September, 2014

Supervisor: Human Resources Manager

Summary:

The Coordinator of Training and Benefits is responsible for identifying; and/or developing; and delivering; when needed, training opportunities as directed by the various elected officials and department heads. New employee orientation design and delivery will be required of the coordinator on a weekly basis. In addition, the coordinator will be responsible for all mandated training to maintain compliance with the Arkansas department of Labor. The second major component of this position's responsibilities is to serve as a point of contact for assisting employees with their benefits needs; including troubleshooting issues, adding and deleting coverage, and coordinating open enrollment activities. Coordinating the Annual Benton County Health Fair will fall under the responsibilities of this position.

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

14. Assist elected officials in identifying training needs and designing/delivering these training opportunities when needed.
15. Conduct weekly new employee orientation and recommend improvements in content and delivery methods.
16. Survey various State and Federal agencies for existing training offerings.
17. Communicate training opportunities to the elected officials and department heads.
18. Handle logistics for all on-site training.
19. 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)
20. Establish and implement a system for identifying, communicating, and tracking actions of that becoming eligible for the County's benefit plan.
21. Coordinates Annual Benton County Health Fair and ongoing wellness activities including education programs in the areas of chronic disease and improving overall health.
22. Collect and analyze employee utilization data to identify areas for employee wellness programs, cost reductions, and increased efficiencies.

23. Expedite the process for life insurance for our employees or their surviving benefactor.
24. Advise and assist employees and their supervisors as to how to access the Employee Assistance Program.
25. 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.
26. 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.
27. Coordinate the annual on-site mammogram screenings, including location, disseminating information, and scheduling employees for participation.
28. Participate in the Safety Committee, providing summary statistics on accidents in the workplace and suggestions for accident reduction.
29. 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.
30. 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.
31. Develop, disseminate, and evaluate communication tools to enhance the employees' understanding and appreciation for the County's benefit plan.
32. Must be knowledgeable and be willing to assist with all other job responsibilities within the Human Resource Department.
33. Research other employee benefits plans, assess current trends and make recommendations to the human resources manager for plan redesign or improvements.
34. Research all Federal and State legislation concerning employer health care plans and workers compensation and advise the Human Resource Manager of changes and potential impact.
35. Assist in coordinating the benefit renewal process; including identifying the critical needs of the employee population, estimating the funds available, and schedule meetings for plan revisions and acceptance.
36. Serves as the central point for all workplace injuries, including scheduling appointments, providing information for health care providers, and notification of our risk management provider. Also coordinates proper payment schedules so the employee doesn't, unwillingly, suffer loss of pay.
37. 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.

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:

13. Excellent oral and written communication.
14. Strong organization skills that support multi-tasking and the ability to handle frequent interruptions.
15. Strong analytical and problem solving skills applying sound judgment and minimal supervision..
16. Computer proficiency in all Microsoft Office™ software programs.
17. The ability to maintain confidentiality at all times to build the trust of employees and comply with the HIPPA rules.
18. High degree of comfort and effectiveness dealing with people from diverse backgrounds and various emotional states.
19. Professionalism, attention to detail
20. Strong interpersonal skills, commitment to teamwork
21. Ability to prioritize and juggle multiple projects concurrently
22. Strong Problem solving skills
23. Flexibility and willingness to respond to last minute changes
24. 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
25. Basic knowledge of employment-related laws and regulations.
26. 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 carriers. In addition, the Coordinator of Training and Benefits will frequently interact with elected officials and other department heads.

Supervisory Responsibilities:

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 Human Resources Management or related field and three to five years' experience. Seven to ten years managerial experience in the employee benefits area and/or compensation management may replace the degree requirement. PHR and/or CEBS 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.

Approved by _____

Date _____

JESAP Grade Assignment: 15

Date 09/29/2014

Department 0115, Fund 1000, Information Technology

Item 3-a: *Add one (1) Systems Analyst (grade 15)*

Budget Impact:

Position	Wages Only	Total Compensation
Add 1 Systems Analyst	42,702.40	57,947.22

Item 3-b: *Add one (1) Procurement and Inventory Coordinator (grade 14)*

Budget Impact:

Position	Wages Only	Total Compensation
Add 1 Procurement and Inventory Coordinator	39,436.80	53,942.52

(New Position -- Job Description on following pages)

Item 3-c: *Change in Job Title: Change Information Coordinator to Media Coordinator*

Budget Impact: No Change in Budget



BENTON COUNTY

Job Description

JOB TITLE: Procurement and Inventory Coordinator

Exempt (Y/N): Yes

DEPARTMENT: Information Technology

DATE PREPARED: September, 2014

SUPERVISOR: Director of Information Technology

SUMMARY:

The Information Technology (IT) Department is responsible for servicing the technology needs of every county office and department. The elected official residing over the county offices have the legal responsibility to ensure the accuracy and availability of the automated information regarding their respective offices. The IT Department serves as a central, shared support service for the officials, providing a standard, secured, cost-efficient and managed environment by a team of technology professionals.

Some county computer systems are designed to maintain highly sensitive and confidential information. A criminal history search is conducted by law enforcement investigators prior to employment and at any time deemed necessary during employment, to satisfy security requirements.

Each IT employee must be a friendly and knowledgeable customer-service oriented person that exhibits patience and skilled abilities to assist others. All employee interactions and activities must comply with policies and regulations set forth by county, state and federal guidelines and/or statutes.

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

1. Performs daily operations of ordering equipment and supplies as needed.
2. Controls and Maintains access for procured equipment and supplies.
3. Maintain accurate inventory of all networking equipment for the Information Technology department.
4. Provide recommendations to county offices for software and hardware solutions.
5. Assist computer users with routine hardware troubleshooting.
6. Assist computer users with software support for the following set of standard applications: Microsoft Windows Desktop, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Internet Explorer
7. Assist financial software computer users with software support for the following set of standard applications: Microsoft Windows Desktop, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Internet Explorer
8. Assist computer users with software support of custom and canned applications.
9. Provide hardware troubleshooting and repair for: personal computers, printers, network devices, cabling and peripherals.

10. Provide training to computer users on all supported network based software applications.
11. Install personal computer equipment and software as well as network related equipment and software.

EDUCATION and/or EXPERIENCE:

The incumbent must have working knowledge of Microsoft network based computer systems. Furthermore, a college degree in Information Systems or related field or 3 to 5 years' experience as a field PC technician in a networking environment, or a Comptia A+, or Network + certification is required.

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 is 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.

Approved by _____

Date _____

JESAP Grade Assignment: 14

Date 09/29/2014

Department 0416, Fund 1000, Prosecuting Attorney

Item 4-a: *Add one (1) Legal Secretary II (grade 8)*

Budget Impact:

Position	Wages Only	Total Compensation
Add 1 Legal Secretary II	32,364.80	45,269.91

Department 0111, Fund 1000 County Building Services

Item 5-a: *Wage Adjustment Request (one position) (Will post this information Monday)*

Department 0501 Emergency Communications

Item 6-a: Add three (3) Public Safety Dispatcher II's (grade 8)

Budget Impact:

Position	Wages Only	Total Compensation
Add 3 Public Safety Dispatcher II's	97,094.40	137,804.33

Department 0200, Fund 2000, Road Department

Item 7-a: Add one (1) Assistant Road Superintendent (grade 15) and delete one (1) Foreman (grade 11)

Budget Impact: No change in number of positions

Position	Wages Only	Total Compensation
Add One Assistant Road Superintendent	39,520.00	54,387.51
Delete One Foreman	-35,921.60	-51,766.61
Total	2,038.40	2,620.90

Addition to Employee Policy Manual

Item 8-a: Add language to allow for moving expenses for new hires.

I. FRINGE BENEFITS:

XXIV. Moving Expense:

When a newly hired employee is moving from outside Northwest Arkansas, an elected official may offer to reimburse the employee for any or all of his/her moving expenses.



Department 0403, Fund 1000 Circuit Court - Div IV, Judge Scott

Item 9- a: *Add one part-time Legal Secretary/Court Orders Clerk (grade 7)*

Court Orders Clerk/Legal Secretary (PT)	14,800.24	15,957.32
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