

Personnel Committee Agenda

September 29, 2015, 6:00 PM

Quorum Court Room

- 1) Title Changes Only:**
 - a) Change Administrative Assistants' Titles to Chief Deputy for the Assessor, Circuit Clerk, and Collector.
 - b) Change PC Support Specialist position title to IT Support Specialist

- 2) Request to Increase Wage Rate for Election Workers (Tena O'Brien and Kim Dennison)**
 - a) Poll workers from \$8.00 per hour to \$9.00 per hour
 - b) Poll sheriff's from \$10.00 per hour to \$11.00 per hour

- 3) Request to Increase Meeting Pay for Equalization Board Members from \$100 per day to \$125 per day and add budget line for 2 temporary clerks (Tena O'Brien)**

- 4) Reorganization Request from Accounting Department (Brenda Guenther)**
 - a) Delete Payroll Manager (grade 17) and add Payroll Coordinator (grade 10)
 - b) Add part-time Accounts Payable Specialist

- 5) Reorganization Request from Human Resources Department (Barb Ludwig)**
 - a) Delete Payroll Coordinator (grade 10)
 - b) Add Database Coordinator (grade 9)

- 6) Request for Additional Staffing and Grade changes from the Information Technology Department (Eddie Mahar)**
 - a) Add (1) Network Analyst – grade 16 and (2) IT Support Specialist –Grade 14 for a total of (3) new positions
 - b) Change in grade for Programmer from grade 16 to grade 17, increase in wages
 - c) Change in grade for Systems Analyst from grade 15 to grade 16, change in wages

- 7) Request for Wage Review for four positions in the Maintenance Department (John Sudduth)**
 - a) Adjustment in wages for Maintenance Technician due to inequities in internal wage inequities.
 - b) Adjustment for Electrician/HVAC Technician due to external labor market inequities

- 8) Request for Additional Staffing from Environmental Services Department (John Sudduth)**
 - a) Add (1) Additional Environmental Service Officer (grade 11)

- 9) **Request for Additional Staffing and Grade Changes from the Sheriff's Office**
- a) Add (4) Deputy I's (grade 11) and (2) Deputy II's (grade 12) One of the Deputy I's being requested is for Administration/Courthouse Security detail. For a total of (6) new positions
 - b) Increase grade for Warrants/Records Secretaries from a grade 5 to grade 6. This requires increasing the wage of one of the secretaries to bring her to the minimum of the new grade.
 - c) Delete Property Evidence Clerk (grade 5) and add Staff Assistant – Property/Evidence (grade 6), increases wages.
- 10) **Request for Wage Adjustment from Judge Karren (Brad Karren)**
- a) Increase the wages of the Court Security Officer, Grade 11 due to internal wage inequities
- 11) **Request for Additional Staffing from the Juvenile Detention Center (Denyse Collins)**
- a) Add (1) Senior Juvenile Detention Worker, (grade 9)
- 12) **Request for Reorganization and Position Grade Changes from the Prosecuting Attorney's Office (Nathan Smith)**
- a) Delete: Business Manager (grade 11), File Clerk (grade 4), Receptionist (grade 5), Judicial Collections Clerk (grade 5), and (1) Assistant Hot Check Coordinator (grade 6)
 - b) Add Office Manager – Administration (grade 12), (2) Prosecuting Attorney Clerk (grade 5); Staff Assistant Judicial Collections (grade 6), and (1) legal secretary I, wage adjustments for grade increases.
- 13) **Request for Additional Staffing Fire Services (Marc Trollinger)**
- a) Add (1) Assistant Director of Fire Services (grade 14)
- 14) **Request for Additional Staffing Road Department (Jeff Clark)**
- a) Add (3) Operator I's (grade 6); (2) Welder/Mechanics I's (grade 9); (1) General Laborer (grade 3); and (1) Truck Driver I (grade 5). For a total of (7) new positions.
- 15) **Longevity Pay (Barb Ludwig)**
- 16) **Vehicle Policy (Barb Ludwig)**
- 17) **Discussion of Elected Official's Raise Process (Barb Ludwig)**
- 18) **Discussion of Employee's Raises (Barb Ludwig)**