

Personnel Committee

Agenda

Thursday, October 13, 2016, 6:00 PM
Quorum Court Room, Administration Building

1. Reorganizations, Wage Adjustments, and New Position Requests:

- a. Fund 1000, Dept. 0102 County Clerk
 - i. Discussion about Election Coordinator's salary
- b. Fund 1000, Dept. 0113 Accounting/HR (one new position)
 - i. Delete one (1) Payroll Coordinator (grade 10) and add one (1) Payroll Manager (grade 15)
 - ii. Add one (1) Human Resources Analyst (grade 15)
- c. Fund 1000, Dept. 0140 Building Safety (one new position)
 - i. Add one (1) Building Inspector (grade 9)
- d. Fund 1000, Depts. 0400 and 0418 Sheriff's Office and Jail (seven new positions)
 - i. Fund 1000, Dept. 0400 Sheriff's Office
 1. Regrade of Corporals from grade 13 to grade 14
 2. Wage Adjustments Corporals
 3. Add one (1) Software Application/Security Specialist (grade 18)
 4. Add one (1) Sergeant (grade 15)
 5. Add one (1) Detective II (grade 14)
 6. Add one (1) Deputy III (grade 13)
 7. Add one (1) Deputy II (grade 12)
 8. Add two (2) Deputy I's (grade 11)
 - ii. Fund 1000, Dept. 0418 Jail (seven new positions)
 1. Regrade of Corporals from grade 13 to grade 14
 2. Wage Adjustments Corporals
 3. Add three (3) Jailer III's (grade 13)
 4. Add three (3) Jailer II's (grade 12)
 5. Add one (1) Jail Clerk (grade 5)
- e. Fund 1000, Dept. 0414 Drug Court/Judge Smith
 - i. Add one (1) Specialty Court Administrator (grade 16)
 - ii. Add one (1) Drug Court Case Manager Court Assistant (grade 7)
 - iii. Delete one (1) Counselor (grade 16)
 - iv. Delete one (1) Staff Assistant Drug Court (grade 6)
- f. Fund 1000, Dept. 0416 Prosecuting Attorney
 - i. Add one (1) Case Management Supervisor (grade 10)
 - ii. Delete one (1) Records Manager (grade 8)
 - iii. Delete one (1) Case Coordinator Domestic Violence (grade 7)
- g. Fund 3025, Dept. 0416 – Prosecuting Attorney Victim/Witness Program (one new position)
 - i. Add one (1) Legal Secretary II (grade 8)
 - ii. Add two (2) Legal secretary I's (grade 7)

- iii. Delete one (1) Victim Assistance Advocate (grade 5)
 - iv. A Case Coordinator Domestic Violence has been deleted from the Fund 1000 to cover part of the cost of the Legal Secretary II
- h. **Fund 1000, Dept. 0500 Emergency Management (one new position)**
- i. Add one (1) Emergency Management Program Manager (grade 10)
- i. **Fund 1802, Dept. 0105 Assessor (two new position)**
- i. Add one (1) GIS and Mapping Manager (grade 20)
 - ii. Add one (1) GIS Project Supervisor (grade 19)
 - iii. Change grade on GIS Analyst II from grade 18 to grade 15
 - iv. Add one (1) GIS Tech III (grade 12)
 - v. Add one (1) GIS Tech I (grade 8)
 - vi. Add one (1) Business and Personal Property Coordinator (grade 9)
 - vii. Delete (1) GIS Project Manager (grade 22)
 - viii. Delete (1) Manager of Mapping Department (grade 17)
 - ix. Delete (1) Commercial Property Supervisor – Appraiser (grade 10)
- j. **Fund 1805, Dept. 0102 Circuit Clerk Recorder**
- i. Add one (1) Court’s Administrator (grade 15)
 - ii. Add one (1) Recorder’s Administrator (grade 14)
 - iii. Add one (1) Bookkeeper (grade 8)
 - iv. Delete one (1) Jury Administrator (grade 11)
 - v. Delete one (1) Office Administrator (grade 12)
 - vi. Delete one (1) Deputy Clerk – Deeds and Mortgages (grade 6)
- k. **Fund 2000, Dept. 0200 Road Department**
- i. Add one (1) Public Works Data Administrator (grade 10)
 - ii. Delete one (1) General Laborer (grade 3)
- l. **Fund 3020, Dept. 0520 9-1-1 Administration**
- i. Add (1) Mapper/Researcher (Grade 10)
 - ii. Delete (1) general Laborer (grade 3)
- m. **Fund 3024, Dept. 0417 Public Defender (one new position)**
- i. Add one (1) Legal Secretary I (grade 7)

2. Elected Officials Pay Plan

3. Salary Study Issues and Actions

4. Overtime Regulation Update

5. Ranking