SEBASTIAN COUNTY SPECIAL QUORUM COURT MEETING
OCTOBER 25, 2016 @ 7:00 P.M.
FORT SMITH COURTHOUSE, ROOM 204
FORT SMITH, ARKANSAS
AGENDA

Pg. No. 1-5

I. CALL TO ORDER
- A. Pledge of Allegiance
- B. Invocation
- C. Roll Call

II. PUBLIC COMMENTS

III. PERSONNEL COST RE-CAP

A.	General Fund	$245,590
B.	Road Fund	$ 40,055
C.	Treasurer's Fund	$ 4,777
D.	Court Automation-Circuit	$ 1,846
E.	Library Fund	$ 9,817
		$302,084

IV. REVIEW FULL TIME POSITION PROPOSALS

A. Juvenile Court 6-8

New Juvenile Probation Officer

2017 Annual cost	$53,208	
2018 Annual cost	$53,208	
Less State Reimbursement	$15,000	
2018 Net Cost	$38,208	General Fund

B. Juvenile Court 9-10

Conversion Juvenile Probation Restitution bookkeeper to Juvenile Probation Officer

Current Salary Costs	$50,478
Salary as Probation Officer	$53, 208
2017 cost	$ 2,728
2018 cost	$53,208
Less State Reimbursement	$15,000
2018 Net cost	$38,208

Increased cost of both positions in 2018 after the $30,000 state reimbursement $25,938 ($38,208 + $38,208 – 2016 Restitution bookkeeper $50,478 = $25,938)

C. Drug Court (Veteran court) (Pending Mental Health court) 11-14

Upgrade Drug Court Assistant Coordinator from Regular Part time to Full Time

Current salary	$22,150
Requested salary	$54,692
2017 increase	$32,543

D. Courthouse Security 15-19

Upgrade six (6) regular part time Bailiffs to three (3) full time Bailiffs

Current salaries Cost for six part time positions	$100,708
Proposed full time salaries for three positions	$145,071
2017 cost	$ 44,363

E. Drug Enforcement Task Force 20-22

Partial General Funds for a Grant Funded Position due to decrease in grants

Current Salary	$57,385
Grant Funding	$44,660
General Funds Proposed 2017 Cost	$12,725

Position Approved by Ordinance 2000-10 contingent upon grant funding.

F. Circuit Clerk 23

Establish Sr. Deputy Clerk Records Management

Current Position Salary for Deputy Clerk Records Management	$30,876
Proposed Salary for Senior Deputy	$31,045
2017 cost	$ 284

V. Review part time position proposals

A. Circuit Clerk 24-25

Scanning clerk Regular Part time
Increase from $10 an hour to $12 an hour for 1508 hours

Current Salary funding	$18,458
Proposed	$22,149.50
2017 cost	$ 3,691.58

$1,845.79	50%	1000.0102	Circuit Clerk
$1,845.79	50%	3002.0124	Court Automation-Circuit

B. Circuit Clerk 26-29

Restitution Clerk Regular Part time
Increase from $10.50 to $12 an hour for 1508 hours

Current salary funding	$19,381
Proposed salary funding	$22150
2017 cost	$ 2,769

C. Sebastian County Library 30-31

Increase hours for Extra Help Clerks (3) positions

Current salary funding	$ 9,199	
Proposed salary funding	$ 18,238	
2017 cost	$ 9,817	Library Fund

VI. Proposed 2017 Compensation Schedule Based upon 2017 Wage Survey 32-35

Attached is the recommended compensation Schedule for approval of salary ranges for the 2017 budget

Note: Wage Survey attached 36-42

VII. Proposed Salaries to be brought to the minimum under the 2017 Compensation Schedule 43-44

22 Positions in the General Fund	2017 cost	$28,187
16 Positions in the Road Fund	2017 cost	$31,824

Attached list of positions

VIII. Overtime Increases Proposed for 2017 45-49

A. Adult Detention	$16,646
B. Sheriff Traffic	$ 3,182
C. Animal control	$ 1,469
D. Adult Detention Medical	$ 4,896

IX. US Department of Labor Mandatory Overtime Regulations effective 12/1/2016 50-51

There are 19 Current County Exempt Positions that fall below the new United States Department of Labor Federally Mandated Minimum Salary of $47,476 to be exempt from paying overtime compensation at time and a half rate

These positions have been reviewed with each elected official for a recommended policy to implement effective December 1, 2016

In general these county positions that have been exempt from overtime have not turned in actual work hours on their time sheets. Actual vacation and holidays have been accounted for but work hours are generally turned in as 8 worked per work day regardless of the number hours worked. Therefore it is difficult to project how much overtime pay or compensatory time off would be involved for each position.

Some of these positions are recommended for **Compensatory Time off** for any overtime, which means their schedules must be monitored to keep time out of the office at a minimum. The following five positons are recommended for compensatory time off:

1. County Judge - Executive Assistant-
2. Sheriff - Juvenile Detention Assistant Administrator
3. County Judge - Human Resource Coordinator
4. Prosecuting Attorney - Restitution Administrator
5. County Judge - Veteran's Service Officer

Some of these positions are recommended to be "paid overtime" to see if the paid time will be below the increased salary cost to go to $47,476.

Actual experience with compensatory time off and paid overtime at time and a half can be tracked and reported in the Mid-Year Budget Meeting next July.

Two positions are recommended to be paid overtime in order to evaluate the total cost: County Judge Courthouse Maintenance Building Engineer Supervisor and County Judge Department of Emergency Management Coordinator.

A list of each position and recommendation is attached.

2017 Cost: General Fund $39,936
Road Fund $ 9,016

Questions regarding these recommendatic hould be addressed to each elected official present at the meeting.

X. Review positions that are below the minimum wage 52-54

A. Election Commission Poll Worker Callers
B. Juvenile Teacher Grant Substitute Teacher
C. Department of Emergency Management Intern
Total cost is $804 annually

XI. Review position title changes only 55

A. Circuit Clerk Senior Deputy clerk
B. Circuit Clerk Senior Deputy clerk
C. Circuit clerk senior deputy clerk
D. Information Technology Business Analyst
E. Ben Geren Park Office manager

Annual Cost of New Position Request

Dept 0414 **Juvenile Probation**

Title Juvenile Probation Officer

		Minimum	Midpoint	Maximum
		30,406	35,772	41,138
	Salary Requested	$31,644		

			Annual Cost
1001	Salaries FT		$31,644.00
1006	Social Security Matching	7.65%	$2,420.77
1007	Retirement Matching	14.75%	$4,667.49
1009	Health Insurance	$1,086.00	$13,032.00
1050	Dental Insurance	$101.70	$1,220.40
1016	Life Insurance	$8.10	$97.20
1040	Affordable Care	10.55	$126.60
		TOTAL	$53,208.46

State will pay $15,000 of the salary beginning the 2nd year.

PERSONNEL JUSTIFICATION FOR 2017 BUDGET

Office/Department: 0414 – Juvenile Probation

Fund: 1000 – General Fund

Request is for an additional staff member for the 2017 Budget Year: Full-Time

1. Recommended Job Title: Juvenile Probation Officer
2. Does this job title already exist: YES
3. Please state in short summary your justification to add additional staff: An additional probation officer is necessary in order to provide more timely and efficient services to juveniles on probation or under supervision in our county. We are currently at a deficit compared to nearby counties of similar or smaller size. As is the case with current probation officer positions, the State of Arkansas will pay ½ of the salary, up to $15,000, beginning in the second year of employment.
4. What specific new areas of responsibility and day-to-day duties require or justify a new staff member? Probation officers provide supervision of delinquent and FINS cases. They meet with juveniles regularly, counsel them, administer drug screens, communicate with school officials, therapists and community-based providers (i.e. Comprehensive Juvenile Services, Girls Shelter, Children's Emergency Shelter), visit schools and day treatment programs, and make home visits when necessary. The duties have not changed. There are simply more juveniles to monitor.
5. Explain why a part-time job of 29 hours or less per week will not meet your staffing needs. A part-time probation officer would certainly be better than no additional probation officer; however, there is no provision for reimbursement for a part-time employee.
6. If this position will generate additional income, how much income is projected from this additional personnel in the first budgeted year and one year thereafter. There is no income associated with this position.
7. List each job that has been added to your staff in the past five years by job title and budget year. We have had no staff additions in the past five years.

JUVENILE PROBATION REQUEST

NET COST OF NEW POSITION	$ 38,208.00
COST SAVINGS OF POSITION CHANGE	- $ 12,270.00
TOTAL INCREASE IN COST TO COUNTY for 2 JUVENILE PROBATION OFFICERS	$ 25,938.00

Annual Cost of Position Change Request

Dept 0414 - Juvenile Probation

Curent Title & Grade		Requested Title Change & Salary Range Change	
Title	Restitution/Fees Bookkeeper	Title	Juvenile Probation Officer

Salary Range	Minimum	Midpoint	Maximum
	30,406	35,772	41,138

Salary Requested $31,644

			Current Salary	Annual Cost of Position Change	Difference
1001	Salaries FT		29,474	31,644	2,170.00
1006	Social Security Matching	7.65%	2,254.76	2,420.77	166.01
1007	Retirement Matching	14.75%	4,273.73	4,667.49	393.76
1009	Health Insurance	$1,086	13,032.00	13,032.00	0.00
1050	Dental Insurance	$101.70	$1,220.40	$1,220.40	0
1016	Life Insurance	$8.10	97.20	97.20	0
1040	Affordable Care	10.55	126.60	126.60	0
	TOTAL		$50,478.69	$53,208.46	$2,729.77

-15,000 -

12,270.23

State will pay $15,000 of the salary beginning the 2nd year. Cost Savings over current salary

PERSONNEL JUSTIFICATION FOR 2017 BUDGET

Office/Department: 0414 – Juvenile Probation

Fund: 1000 – General Fund

Request is for upgrading Restitution/Fees Bookkeeper to Juvenile Probation Officer for the 2017 Budget Year: Full-Time

1. Recommended Job Title: Juvenile Probation Officer
2. Does this job title already exist: YES
3. Please state in short summary your justification for this change: This is not a new position, but a change in grade. This conversion is necessary in order to provide more timely and efficient services to juveniles on probation or under supervision in our county. We are currently at a deficit compared to nearby counties of similar or smaller size. As is the case with current probation officer positions, the State of Arkansas will pay ½ of the salary, up to $15,000, beginning in the second year of employment. This conversion will actually save the County money over current costs based on the addition of the credit from the State. This position will focus on intake procedures and implementing the new state mandated risk assessment.
4. What specific new areas of responsibility and day-to-day duties require or justify a new staff member? Probation officers provide supervision of delinquent and FINS cases. They meet with juveniles regularly, counsel them, administer drug screens, communicate with school officials, therapists and community-based providers (i.e. Comprehensive Juvenile Services, Girls Shelter, Children's Emergency Shelter), visit schools and day treatment programs, and make home visits when necessary. The duties have not changed. There are simply more juveniles to monitor.
5. Explain why a part-time job of 29 hours or less per week will not meet your staffing needs. A part-time probation officer would certainly be better than no additional probation officer; however, there is no provision for reimbursement for a part-time employee.
6. If this position will generate additional income, how much income is projected from this additional personnel in the first budgeted year and one year thereafter. There is no income associated with this position.
7. List each job that has been added to your staff in the past five years by job title and budget year. We have had no staff additions in the past five years.

SEBASTIAN COUNTY COURTS BUILDING
901 SOUTH "B" STREET
FORT SMITH, ARKANSAS 72901
TELEPHONE: (479) 782-4715
FACSIMILE: (479) 784-1527

STEPHEN TABOR
CIRCUIT JUDGE - DIVISION I
TWELFTH JUDICIAL DISTRICT

DEBI PETERS
TRIAL COURT ADMINISTRATOR
LAURENCE MARTIN
COURT REPORTER

May 31, 2016

Dear Judge Hudson:

We are writing to ask that the position of Assistant Drug Court Coordinator be increased from part-time to full-time status and that it be graded appropriately within County policy. Enclosed is what we were advised to be the paperwork required for such consideration. There are multiple reasons for this request. First, the increase in Drug Court participation. When the position was created as part-time in 2003. Sebastian County Drug Court serviced 48 participants. As of today, that number is 165. In addition, Sebastian County Veteran's Treatment Court became operational on June 1, 2015, and currently has 22 veterans as participants. That court has grown steadily and we expect it to continue to do so as time goes by. The Drug Court Coordinator and Assistant also administer this new court. without having received additional pay.

This increase in participants and the additional court have required the Coordinator to assume additional duties. which naturally requires the Assistant to assume not only the additional duties associated with her job, but also to absorb some of the Coordinator's duties as well. At this point. the position of Assistant is very much a full-time job. In addition. if. as hoped. Sebastian County adds a Mental Health Court in the near future this position might be available to provide at least some support for that Court.

As you know. specialty courts such as these are a key component of reducing jail and prison populations. rehabilitating offenders and turning tax consumers into taxpayers. The estimated cost to house an inmate in our jail is $53 per day. Since Sebastian County Drug Court began in 2002 with a single participant, 459 have graduated. with a re-offend rate of less than 10% for graduates. The amount of savings to the County and State as a result is substantial. in the hundreds of thousands of dollars.

Both of us stand ready to answer any questions you or the Quorum Court might have regarding this matter, including appearing at any meetings held to discuss the issue. Our goal is simple. We want to serve as many participants as possible for the good of the offender. their families and the communities we serve. Please let us know as soon as possible if you need anything further of us in order for this request to be considered. Thank you for your consideration.

J. MICHAEL FITZHUGH
CIRCUIT JUDGE

STEPHEN TABOR
CIRCUIT JUDGE

10/3/16

Annual Cost of Position Change Request

Dept 0430 Drug Court

Title Drug Court Assistant Coordinator

		Minimum	Mid-Point	Maximum	
		27,928	32,856	37,784	
	Salary Requested	$32,856			
			Current Salary RPT	Annual Cost	Difference
1001	Salaries FT		18,096.00	$32,856.00	$14,760.00
1006	Social Security Matching	7.65%	1,384.34	$2,513.48	$1,129.14
1007	Retirement Matching	14.75%	2,669.16	$4,846.26	$2,177.10
1009	Health Insurance	$13,032		$13,032.00	$13,032.00
1050	Dental Insurance	$1,220.40		$1,220.40	$1,220.40
1016	Life Insurance	$97.20		$97.20	$97.20
1040	Affordable Care	10.55		$126.60	$126.60
		TOTAL	$22,149.50	$54,691.94	$32,542.44

2017 Part-time/Seasonal Recap

Office/Department: 0430 - Drug Court Div VII

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
043021201 Drug Court Asst Coordinator	01/01/2017	12/31/2017	29	0	$12.00	$0.00	$18,096	$0	($18,096)
Total:							$18,096	$0	($18,096)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: The postion is requested to be converted to a full time position.

2017 Part-time/Seasonal Recap

Office/Department: 0422 - Courthouse Security

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
042205299 Baliff RPT	01/01/2017	12/31/2017	121.957	52	$13.00	$13.00	$164,887	$82,443	($82,444)
042213899 Courts Security Officer RPT	01/01/2017	12/31/2017	250	52	$13.00	$13.00	$169,000	$169,000	$0
Total:							$333,887	$251,443	($82,444)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: The plan is to convert six part time positions into three full time positions if approved.

Bailiff Reorganization Proposal

Bailiff - Full-Time (Proposed)

	Hourly Rate	Annual Hours	Annual Salary	14.75%	0.0765	* Ins	Affordable Care	Life	Total
1	12.45	2223	27,679	4,083	2,117	14,253	127	98	48,356
2	12.45	2223	27,679	4,083	2,117	14,253	127	98	48,356
3	12.45	2223	27,679	4,083	2,117	14,253	127	98	48,356
								Total	$ 145,069

Bailiff - Part-Time (Current)

	Hourly Rate	Annual Hours	Annual Salary	14.50%	0.0765	Total
1	13.00	1057	13,741	1,992	1,051	16,785
2	13.00	1057	13,741	1,992	1,051	16,785
3	13.00	1057	13,741	1,992	1,051	16,785
4	13.00	1057	13,741	1,992	1,051	16,785
5	13.00	1057	13,741	1,992	1,051	16,785
6	13.00	1057	13,741	1,992	1,051	16,785
					Total	$ 100,708

Total Annual Cost for 3 Full-Time	$ 145,069
Total Annual Cost for 6 Part-Time	$ 100,708
Additional Cost	$ 44,362

* Insurance is calculated at the Employee and Family rate. ($1,187.70 Monthly)

SEBASTIAN COUNTY SHERIFF'S OFFICE

SHERIFF BILL HOLLENBECK

Honor and Integrity

SINCE 1851

To: Steve Hotz, Human Resources Director

From: Bill Hollenbeck, Sheriff

Date: 7/29/2016

Re: Proposal of SCSD Personnel Additions/Changes

SEBASTIAN COUNTY SHERIFFS PERSONNELL PLAN

The SCSO is proposing the following personnel additions/changes:

- Bailiff's proposal would be for the next year.
- JDC proposal we would like Steve Hotz to act on now.
- CID Sergeants proposal we would like to address on either now or the end of the year.

BAILIFF PROPOSAL

In 2008, the Courts Building was opened and the Sheriff's Office working in conjunction with the County Judge and the Quorum Court utilized part time deputies for the majority of our security and bailiff staff in an attempt to save money in salaries. We have been very successful in accomplishing our goal of providing a high level of professionally trained personnel for our bailiff's and security assignments. Over the last eight years we have identified weaknesses and challenges in staffing the security assignments. We respectfully request a restructuring of our security/bailiff division and how we can better taff it.

There are three reasons why we are facing this challenge.

With the increased of time that judges spend on the bench as a result of increase in criminal justice needs, it has become next to impossible to find and staff qualified applicants who only want to work part time capacity. Over the years the number of applications has continued to dwindle. We have conducted a full scale marketing program that has been implemented by use of Facebook, Times Record's ad, the employment office; and Veterans Affairs. This campaign has still has not produced applications to fill our vacant positions. It has resulted in four applications, one of which was qualified to work for the Sheriff's Department, and was offered a job.

It is difficult to compete with temporary employment services that are hiring personnel for full time work. The qualifications and restrictions are less for those positions so they are hiring the majority of the applicants. Majority of those applicants are more concerned with working full time than having security in a part time job. It is not financially attractive to work strictly part time.

The personnel we are able to hire continue to seek full time jobs, which ultimately results in a revolving door of bailiffs and security personnel.

We currently have ten part time security personnel, twelve part time bailiffs, and four full time bailiffs, to include the Captain and Sergeant. This covers ten judges and 11 courtrooms, along with three static security stations; the Old Courthouse, the Greenwood Courthouse and the Courts Building. As of July 20, 2016, we are seven positions short. This results in using part time bailiffs and security deputies that are budgeted for only 20 and 25 hours respectively, which is 10-15 hours a week each over the salary budgeted amount for that division. Because of this shortage, we regularly borrow deputies from our Special Services, Patrol, Community Policing, Investigations, and Administration Divisions to assist. This strains the other divisions that need their personnel to properly carry out their mission of protecting and serving the citizens of Sebastian County.

To alleviate this pressure we would propose that we combine six part time bailiff positions into three full time positions. As our part time deputies accrue sick time, vacation, and are enrolled in APER's retirement the only addition to these positions is the cost of health insurance. After consulting with Melissa Sinclair in Finance, the cost of converting full time bailiffs is as follows:

- To convert six part time positions into three full time positions would cost $26,542.50

The advantages of this course of action are as follows:

- We would have more stability in our workforce, allowing in positive retention and cost saving.
- Converting six (6) part time positions to three (3) full time positions would cost less than the cost of adding one (1) full time Bailiff.
- It would allow for more coverage. This was documented as a weakness during the course of the safety and security study of the courthouses conducted by the U.S. Marshals service in conjunction with the SCSO.
- It would give us the ability to utilize full time personnel five days a week instead of part time personnel three days a week.
- It would result in a higher level of training than is currently available, resulting in a safer environment in our courthouses.

JUVENILE DETENTION

We currently have two JDC Deputies that are paid thru a grant. They make approximately $1000.00 less than the other JDC Deputies and we cannot transfer them to the other positions. We would like Steve Hotz to prepare a presentation to the Quorum Court to rectify this situation.

CID SERGEANTS

During last year's salary adjustment process our CID Sergeants were not part of the pay raises given to the Patrol Sergeants who both are level 10 positions. They have been operating the past year without the pay raise that other level 10 employees received. It is imperative that we rectify this inadvertent mistake. We would like to include them in the raises whether it's part of the JDC letter to the Quorum Court or part of the end of year budget.

800 South A Street
Fort Smith, AR 72901
(479) 783-1051
Fax: (479) 784-1595

P.O. Box 337
Greenwood, AR 72936
(479) 996-2145
Fax: (479) 996-7771

GRANT FUNDING

	Department	Title	Current Salary	Salary Reimbursed by the Grant	Diff	FICA	Retirement	Ins	Ins Reimb. by Grant	General Fund Total
0443	Drug Enf. Task Force	Drug Task Force Investigator	35,128	32,780	2,348	180	340	14,476	4,620	12,724

Worker's Comp - 100% Paid by the State

If the Drug Task Force Grant falls below 100%, this position will be discontinued. Ord.2000-10
The Prosecuting Attorney's Office absorbed the cost not covered by the JAG grant for the past three years. In addition to the decrease in JAG federal funding, the Prosecution Attorney's local grant match increased from 10% to 20% which is also funded by that office. Therefore, the Prosecuting Attorney's Office will no longer be able to absorb the costs not covered by the grant.

Annual Cost of Salary

Dept 0443 Drug Enforcement Task Force

Title
044321801 - Drug Task Force Investigator

	Salary Range	Minimum	Midpoint	Maximum
		32,686	38,454	44,222

Current Salary $35,127

			Current Salary	What The Grant Allows	Difference
1001	Salaries FT		35,128	32,780	-2,348.00
1006	Social Security Matching	7.65%	2,687.29	2,507.67	-179.62
1007	Retirement Matching	14.75%	5,093.56	4,753.10	-340.46
1009	Health Insurance	$1,086	13,032.00	4,620.00	-8,412.00
1050	Dental Insurance	$101.70	$1,220.40	$0.00	-1,220.40
1016	Life Insurance	$8.10	97.20	0.00	-97.20
1010	* Workers Compensation		0.00	0.00	0.00
1040	Affordable Care	10.55	126.60	0.00	-126.60
	TOTAL		$57,385.05	$44,660.77	-$12,724.28

* Worker's Comp - Paid 100% by the State.

If the Drug Task Force Grant falls below 100%, this position will be discontinued. Ord.2000-10

The Prosecuting Attorney's Office absorbed the cost not covered by the JAG grant for the past three years. In addition to the decrease in JAG federal funding, the Prosecution Attorney's local grant match increased from 10% to 20% which is also funded by that office. Therefore, the Prosecuting Attorney's Office will no longer be able to absorb the costs not covered by the grant.

DANIEL SHUE
PROSECUTING ATTORNEY
TWELFTH JUDICIAL DISTRICT
SEBASTIAN COUNTY COURTS BUILDING
901 SOUTH B STREET, SUITE 209
FORT SMITH, ARKANSAS 72901
GENERAL OFFICE 479-783-8975
479-784-1554 (Restitution) 479-785-1069 (Hot Checks)

MEMORANDUM

To: Delena Montes, Payroll Clerk, and Melissa Sinclair, Comptroller, Finance Department

From: Jane Carson, 12th JD Grant Administrator, Prosecuting Attorney's Office

Date: June 23, 2016

RE: Drug Task Force JAG Grant J16-012 Start Date 7-1-16

Because of the cuts in federal funding for our DTF JAG Grant we are forced to make cuts that will affect our participating law enforcement entities. These cuts will be effective beginning with the July payroll. The Sebastian County Sheriff's DTF Officer Position, John Hicks will be funded by the grant as follows:

Annual salary	$32,780.00 - 40 hours per week, 52 weeks @ $15.76 per hour.	
FICA @ 7.65% =	2,507.67	Mandated benefit
Retirement @14.50%	4,753.10	Employee benefit
Health Ins @ $385.00 mo.	4,620.00	Employee benefit
Total Grant funding	$ 44,660.77	Effective payroll beginning 7/1/16

The Finance Department will need to contact the Sheriff's Office concerning how to cover the costs not funded by the grant award. Our office has been absorbing the costs not covered by JAG grant funding for the past three years. We are no longer able to absorb the costs. In addition to the decrease in JAG funds our local grant match has increased from 10% to 20% which our office also funds.

Annual Cost of Salary Adjustment Request

Dept **0102** **Circuit Clerk**

Curent Title		Requested Title Change & Salary Range Change	
Title	Deputy Clerk/Records Mgmt	Title	Senior Deputy Clerk/Records Mgmt

Salary Range	Minimum	Midpoint	Maximum
	31,045	36,523	42,001

Salary Requested $31,045

			Current Salary	Requested Salary	Difference
1001	Salaries FT		30,876	31,045	169.00
1006	Social Security Matching	7.65%	2,362.01	2,374.94	12.93
1007	Retirement Matching	14.75%	4,477.02	4,579.14	102.12
1009	Health Insurance	$242	2,904.00	2,904.00	0.00
1050	Dental Insurance	$31.34	$376.08	$376.08	0
1016	Life Insurance	$8.10	97.20	97.20	0
1040	Affordable Care	10.55	126.60	126.60	0
	TOTAL		$41,218.91	$41,502.96	$284.05

10/21/16

Annual Cost for Salary Adjustment

Dept 0102 Circuit Clerk

Title Scanning Clerk - RPT

CURRENT		REQUESTED	
Hourly Rate	Annual Hours	Hourly Rate	Annual Hours
$10.00	1,508	$12.00	1,508

		Current	Requested	Difference	General Fund	Circuit Court Automation Fund
1002	Salaries RPT	15,080.00	18,096.00	3,016.00	1508.00	1508.00
1006	Social Security Matching	1,153.62	1,384.34	230.72	115.36	115.36
1007	Retirement Matching	2,224.30	2,669.16	444.86	222.43	222.43
	TOTAL	**$18,457.92**	**$22,149.50**	**$3,691.58**	**$1,845.79**	**$1,845.79**

Annual salary is prorated - Position is counted in Dept. 0102 Circuit Clerk
50% Dept. 0102 Circuit Clerk
50% Dept. 0124 Court Automation Circuit

2017 Part-time/Seasonal Recap

Office/Department: 0124 - Court Automation-Circuit

Fund: 3002 Circuit Clerk Automation Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
010241201 Scanning Clerk RPT	01/01/2017	12/31/2017	29	26	$10.00	$12.00	$7,540	$9,048	$1,508
Total:							$7,540	$9,048	$1,508

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

10/3/16

Annual Cost for Salary Adjustment

Dept 0102 Circuit Clerk

Title Deputy Circuit Clerk - RPT

CURRENT		REQUESTED	
Hourly Rate	Annual Hours	Hourly Rate	Annual Hours
$10.50	1,508	$12.00	1,508

		Current	Requested	Difference
1002	Salaries RPT	15,834.00	18,096.00	2,262.00
1006	Social Security Matching	1,211.30	1,384.34	173.04
1007	Retirement Matching	2,335.52	2,669.16	333.65
	TOTAL	$19,380.82	$22,149.50	$2,768.69

2017 Part-time/Seasonal Recap

Office/Department: **0102 - Circuit Clerk**

Fund: **1000 General Fund**

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
010219001 Deputy Circuit Clerk	01/01/2017	12/31/2017	29	52	$10.50	$12.00	$15,834	$18,096	$2,262
0241201 Scanning Clerk	01/01/2017	12/31/2017	29	26	$10.00	$12.00	$7,540	$9,048	$1,508
Total:							$23,374	$27,144	$3,770

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: Both positions have taken on additional duties impacting responsibilities. Requests to update job descriptions and rerate positions are pending with HR for the 2017 budget process.

Denora Coomer

Sebastian County Circuit Clerk

901 South "B" Street, Suite 205 * P. O. Box 1179 * Fort Smith, AR 72902 * Telephone (479) 782-1046 * Fax (479) 784-1580

To: Steve Hotz, HR Director

From: Denora Coomer, Circuit Clerk

Date: ~~Thursday~~, June 23, 2016

Re: Job Evaluations/Requests for Hourly Increase – Part Time Positions

I am uncertain if now is the time and/or place to let you know what some of my concerns are with reference to job descriptions and/or hourly increase requests for my two part-time positions.

Attached please find six specific requests. I know you have been out of State so let me know when we can get together and hash these requests out.

I definitely want to go forward, in the 2017 budget application, to raise the hourly rate for my two part-time positions and with good justification.

Thank you.

Greenwood District
301 E. Center, Room 103 – Greenwood, AR 72936
Telephone (479) 996-4175 Fax (479) 996-6885

dcoomer@co.sebastian.ar.us

RECAP – PAY POLICY CHANGES/JOB DESCRIPTIONS – SEBASTIAN COUNTY CIRCUIT CLERK-DEPT 0102

Query: Chief Deputy/Administrator/Director/Manages/Deputy

1. Upgrade Karon to Senior Deputy, DR
2. Upgrade Millie's job description – Request Hourly Increase to $14.00
3. Upgrade Willard to Senior Deputy, Records Division/Child Support
4. Upgrade Samuel's job description
5. Upgrade Janet to Senior Management, Records Management
6. Upgrade Rachel – Request Hourly Increase to $12.00

Other Part Time Rates:

Bailiffs - $13.00
Court Security - $13.00
Drug Court - $12.00
ADC Medical - $15.00
ADC Nurse - $25.00
Park Patrol - $12.00
Recorders Cost Fund - $12.00
County Clerk - $12.00
County Maintenance - $12.00
Elections Coord - $15.00 & $12.36
Ambulance - $12.00
Sheriff - $12.00
Juvy Det Center - $15.00 & $12.00
Adult Det Center - $12.00

2017 Part-time/Seasonal Recap

Office/Department: 0600 - Sebastian County Library

Fund: 3008 County Library Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
060014801 Custodian Library	01/01/2017	12/31/2017	0.5	52	$318.94	$318.94	$8,292	$8,292	$0
060006401 Branch Clerk Hartford Library	01/01/2017	12/31/2017	10	52	$11.69	$11.69	$3,040	$6,079	$3,039
060007001 Branch Clerk Lavaca Lirbary	01/01/2017	12/31/2017	10	52	$11.69	$11.69	$3,040	$6,079	$3,039
06007201 Branch Clerk Mansfield Library	01/01/2017	12/31/2017	10	52	$11.69	$11.69	$3,040	$6,079	$3,039
060009801 Children's Program Asst.	01/01/2017	12/31/2017	7.27	52	$11.85	$11.85	$4,480	$4,480	($0)
060048601 Summer Part Time I	01/01/2017	12/31/2017	7.695	13	$10.00	$10.00	$1,000	$1,000	$0
060048801 Summer Part Time II	01/01/2017	12/31/2017	7.695	13	$10.00	$10.00	$1,000	$1,000	$0
Total:							$23,892	$33,009	$9,117

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

10/3/16

Annual Cost to Increase Hours Worked

Dept 0600 Sebastian County Library

Title Library Branch Clerk - EHP

CURRENT		REQUESTED	
Hourly Rate	Annual Hours	Hourly Rate	Annual Hours
$11.6910	260	$11.6910	520

		Positions	Current	Requested	Difference
1003	Salaries EHP	3	9,118.98	18,237.96	9,118.98
1006	Social Security Matching		697.60	1,395.20	697.60
	TOTAL		$9,816.58	$19,633.16	$9,816.58

Sebastian County
2017 Proposed Compensation Schedule

Title	Minimum	Midpoint	Maximum
Abstractor/Mapper	$ 29,090.40	$ 34,224.00	$ 39,357.60
Accounting Clerk (Sheriff)	$ 31,529.05	$ 37,093.00	$ 42,656.95
Accts Payable Administrator	$ 32,143.60	$ 37,816.00	$ 43,488.40
Accts Payable/Payroll Assist	$ 26,431.60	$ 31,096.00	$ 35,760.40
ADC Admin Assistant Secretary	$ 34,850.85	$ 41,001.00	$ 47,151.15
ADC Assistant Administrator	$ 42,216.95	$ 49,667.00	$ 57,117.05
Admin Assistant Secretary (Sheriff)	$ 31,011.40	$ 36,484.00	$ 41,956.60
Administrative Secretary/Recpt (CJO)	$ 29,698.15	$ 34,939.00	$ 40,179.85
Adult Detention Administrator	$ 47,083.20	$ 55,392.00	$ 63,700.80
Animal Control Officer	$ 27,084.40	$ 31,864.00	$ 36,643.60
Applications Administrator	$ 44,677.70	$ 52,562.00	$ 60,446.30
Appraiser IV	$ 31,020.75	$ 36,495.00	$ 41,969.25
Asset Forfeiture/Records Admin	$ 27,322.40	$ 32,144.00	$ 36,965.60
Assist. Dir./Infrastructure Admin.	$ 63,240.85	$ 74,401.00	$ 85,561.15
Assistant Comptroller	$ 43,396.75	$ 51,055.00	$ 58,713.25
Assistant Golf Course Supt	$ 29,734.70	$ 34,982.00	$ 40,229.30
Assistant Purchasing Agent	$ 30,681.60	$ 36,096.00	$ 41,510.40
Assistant Road Superintendent	$ 39,491.00	$ 46,460.00	$ 53,429.00
Assistant Shop Foreman	$ 31,676.95	$ 37,267.00	$ 42,857.05
Assistant Supervisor - Courthouse Security	$ 31,750.90	$ 37,354.00	$ 42,957.10
Assoc.Dir.Juv.Services/Intake	$ 42,588.40	$ 50,104.00	$ 57,619.60
Billing Coordinator EMS	$ 26,615.20	$ 31,312.00	$ 36,008.80
Bldg Maint Tech	$ 25,766.05	$ 30,313.00	$ 34,859.95
Bldg Maint Tech Finish Carpntr	$ 29,853.70	$ 35,122.00	$ 40,390.30
Booking Clerk ADC	$ 26,116.25	$ 30,725.00	$ 35,333.75
Building Engineer/Supervisor	$ 37,367.70	$ 43,962.00	$ 50,556.30
Building Maint. Tech	$ 27,502.60	$ 32,356.00	$ 37,209.40
Bus. Commercial Dep Assessor	$ 30,968.90	$ 36,434.00	$ 41,899.10
Business/Analyst	$ 46,217.05	$ 54,373.00	$ 62,528.95
Chief Deputy Assessor	$ 42,929.25	$ 50,505.00	$ 58,080.75
Chief Deputy Circuit Clerk	$ 41,921.15	$ 49,319.00	$ 56,716.85
Chief Deputy Collector	$ 44,637.75	$ 52,515.00	$ 60,392.25
Chief Deputy County Clerk	$ 41,815.75	$ 49,195.00	$ 56,574.25
Chief Deputy Sheriff	$ 52,219.75	$ 61,435.00	$ 70,650.25
Chief Deputy Treasurer	$ 41,677.20	$ 49,032.00	$ 56,386.80
Chief Juv Probation Officer	$ 44,234.00	$ 52,040.00	$ 59,846.00
Circuit Court Admin Assistant	$ 26,826.85	$ 31,561.00	$ 36,295.15
Circuit Court Coordinator	$ 31,438.10	$ 36,986.00	$ 42,533.90
Circuit Court Fine Clerk	$ 22,076.20	$ 25,972.00	$ 29,867.80
Civil Deputy	$ 32,665.50	$ 38,430.00	$ 44,194.50
Civil Division Secretary	$ 22,797.85	$ 26,821.00	$ 30,844.15
Commit & Civil Forf/Exec Secr	$ 32,027.15	$ 37,679.00	$ 43,330.85
Communications Coordinator	$ 29,823.95	$ 35,087.00	$ 40,350.05
Communications Deputy	$ 24,133.20	$ 28,392.00	$ 32,650.80
Comptroller	$ 55,318.85	$ 65,081.00	$ 74,843.15

Sebastian County
2017 Proposed Compensation Schedule

Title	Minimum	Midpoint	Maximum
Co-Reappraisal Manager	$ 43,205.50	$ 50,830.00	$ 58,454.50
County Administrator/Chief of Staff	$ 57,683.55	$ 67,863.00	$ 78,042.45
Court Administrator	$ 41,051.60	$ 48,296.00	$ 55,540.40
Courts Sec Officer/Bailiff	$ 27,678.55	$ 32,563.00	$ 37,447.45
Custodian	$ 19,983.50	$ 23,510.00	$ 27,036.50
Dept Emerg Mgmt Coordinator	$ 40,564.55	$ 47,723.00	$ 54,881.45
Deputy Child Sppt/UCC/Liens	$ 29,994.80	$ 35,288.00	$ 40,581.20
Deputy Clerk GW	$ 23,268.75	$ 27,375.00	$ 31,481.25
Deputy Clerk/Chancery	$ 31,064.95	$ 36,547.00	$ 42,029.05
Deputy Clerk/Child Support	$ 26,126.45	$ 30,737.00	$ 35,347.55
Deputy Clerk/Circuit	$ 26,590.55	$ 31,283.00	$ 35,975.45
Deputy Clerk/Civil/Criminal	$ 24,706.10	$ 29,066.00	$ 33,425.90
Deputy Clerk/Juvenile	$ 25,128.55	$ 29,563.00	$ 33,997.45
Deputy Clerk/Records Mgmt	$ 25,683.60	$ 30,216.00	$ 34,748.40
Deputy Clerk/Scanning Clerk GW	$ 19,651.15	$ 23,119.00	$ 26,586.85
Deputy County Clerk/Recorder	$ 26,089.90	$ 30,694.00	$ 35,298.10
Deputy Shift Supervisor Sgt ADC (90% Min)	$ 31,563.00	$ 35,070.00	$ 40,331.00
Deputy Tax Collector	$ 26,697.65	$ 31,409.00	$ 36,120.35
Deputy Veterans Service	$ 24,634.70	$ 28,982.00	$ 33,329.30
Detention Deputy ADC (90% Min)	$ 26,567.00	$ 29,519.00	$ 33,946.85
Detention Supervisor Sr Sgt	$ 36,681.75	$ 43,155.00	$ 49,628.25
Director Juvenile Services	$ 40,584.10	$ 47,746.00	$ 54,907.90
Director of Inmate Management	$ 39,009.05	$ 45,893.00	$ 52,776.95
Director of Public Safety	$ 42,927.55	$ 50,503.00	$ 58,078.45
Director of Technology Serv.(Min set by Q.C. in '15)	$ 65,000.00	$ 88,556.00	$ 101,839.40
District Court Coordinator	$ 29,435.50	$ 34,630.00	$ 39,824.50
District Deputy Clerk (G.W.)	$ 28,779.30	$ 33,858.00	$ 38,936.70
Division Commander	$ 50,951.55	$ 59,943.00	$ 68,934.45
Drug Ct/Criminal Justice Coor	$ 37,007.30	$ 43,538.00	$ 50,068.70
Drug Task Force Coordinator	$ 46,182.20	$ 54,332.00	$ 62,481.80
Drug Task Force Investigator	$ 32,685.90	$ 38,454.00	$ 44,222.10
Executive Assistant (CJO)	$ 34,961.35	$ 41,131.00	$ 47,300.65
General Maintenance/Laborer	$ 26,117.95	$ 30,727.00	$ 35,336.05
Golf Course Maintenance	$ 22,486.75	$ 26,455.00	$ 30,423.25
Golf Course Mechanic	$ 24,203.75	$ 28,475.00	$ 32,746.25
Golf Course Superintendent	$ 41,303.20	$ 48,592.00	$ 55,880.80
Golf Pro Shop Manager	$ 46,787.40	$ 55,044.00	$ 63,300.60
GW Municipal Court Clerk	$ 43,755.45	$ 51,477.00	$ 59,198.55
Heavy Equipment Operator	$ 27,143.05	$ 31,933.00	$ 36,722.95
Homestead Specialist	$ 34,243.95	$ 40,287.00	$ 46,330.05
Human Resource Assistant	$ 30,711.35	$ 36,131.00	$ 41,550.65
Human Resource Coordinator	$ 37,359.20	$ 43,952.00	$ 50,544.80
Human Resource Director	$ 54,383.00	$ 63,980.00	$ 73,577.00
Intake Coordinator/Legal Sec	$ 25,061.40	$ 29,484.00	$ 33,906.60
Investigator (Public Defender)	$ 27,041.05	$ 31,813.00	$ 36,584.95

Sebastian County
2017 Proposed Compensation Schedule

Title	Minimum	Midpoint	Maximum
Investigator Sgt.	$ 41,525.90	$ 48,854.00	$ 56,182.10
Juv Det Assist Administrator	$ 32,867.80	$ 38,668.00	$ 44,468.20
Juvenile Court Coord/Detainee/Post Conv Spec	$ 25,699.75	$ 30,235.00	$ 34,770.25
Juvenile Detention Admin/Capt	$ 42,351.25	$ 49,825.00	$ 57,298.75
Juvenile Detention Officer (90% Min)	$ 25,527.00	$ 28,363.00	$ 32,617.45
Juvenile Probation Officer	$ 30,406.20	$ 35,772.00	$ 41,137.80
Lead Custodian	$ 23,238.15	$ 27,339.00	$ 31,439.85
Lead Paramedic	$ 38,771.90	$ 45,614.00	$ 52,456.10
Legal Secretary	$ 24,407.75	$ 28,715.00	$ 33,022.25
Licensed Practical Nurse	$ 29,070.85	$ 34,201.00	$ 39,331.15
Light Equipment Operator	$ 22,706.90	$ 26,714.00	$ 30,721.10
Lt Lead Investigator	$ 39,191.80	$ 46,108.00	$ 53,024.20
Maintenance Supervisor	$ 36,564.45	$ 43,017.00	$ 49,469.55
Maintenance Technician ADC	$ 27,974.35	$ 32,911.00	$ 37,847.65
Major of Operations	$ 54,859.85	$ 64,541.00	$ 74,222.15
Mapping Specialist	$ 32,528.65	$ 38,269.00	$ 44,009.35
Mechanic (Road)	$ 20,832.65	$ 24,509.00	$ 28,185.35
Network Administrator	$ 51,442.00	$ 60,520.00	$ 69,598.00
Office Administrator	$ 39,776.60	$ 46,796.00	$ 53,815.40
Office Manager (Assessor, Circuit, County Clk)	$ 36,016.20	$ 42,372.00	$ 48,727.80
Office Manager (Collector, Park)	$ 36,024.70	$ 42,382.00	$ 48,739.30
Office Manager (GW/Forfeited Property)	$ 29,291.00	$ 34,460.00	$ 39,629.00
Overdraft Administrator	$ 35,860.65	$ 42,189.00	$ 48,517.35
Paramedic	$ 31,566.45	$ 37,137.00	$ 42,707.55
Park Administrator	$ 45,484.35	$ 53,511.00	$ 61,537.65
Park Maintenance Worker	$ 23,358.85	$ 27,481.00	$ 31,603.15
Parts and Inventory	$ 23,468.50	$ 27,610.00	$ 31,751.50
Patrol Deputy	$ 31,704.15	$ 37,299.00	$ 42,893.85
Patrol Deputy Canine Unit	$ 32,435.15	$ 38,159.00	$ 43,882.85
Patrol Deputy Supervisor	$ 41,548.00	$ 48,880.00	$ 56,212.00
Payroll Administrator	$ 32,143.60	$ 37,816.00	$ 43,488.40
Personal Property Dep Assessor	$ 26,432.45	$ 31,097.00	$ 35,761.55
Pro Shop Assistant	$ 21,857.75	$ 25,715.00	$ 29,572.25
Purchasing/Billing Clerk	$ 22,281.90	$ 26,214.00	$ 30,146.10
Purchasing/Facilities Admin.	$ 39,893.90	$ 46,934.00	$ 53,974.10
Receptionist ADC	$ 22,268.30	$ 26,198.00	$ 30,127.70
Records Clerk ADC	$ 24,236.05	$ 28,513.00	$ 32,789.95
Records/Validation Deputy	$ 24,720.55	$ 29,083.00	$ 33,445.45
Registered Nurse Detention Ctr	$ 45,772.50	$ 53,850.00	$ 61,927.50
Research & Record Coordinator	$ 23,503.35	$ 27,651.00	$ 31,798.65
Restitution Administrator	$ 33,977.90	$ 39,974.00	$ 45,970.10
Restitution Bookeeper	$ 28,242.95	$ 33,227.00	$ 38,211.05
Restitution Secretary	$ 28,100.15	$ 33,059.00	$ 38,017.85
Restitution/Fees Bookkeeper	$ 28,277.80	$ 33,268.00	$ 38,258.20
Road Dept Office Manager	$ 38,885.80	$ 45,748.00	$ 52,610.20

Sebastian County
2017 Proposed Compensation Schedule

Title	Minimum	Midpoint	Maximum
Road Superintendent	$ 49,545.65	$ 58,289.00	$ 67,032.35
Secretary Deputy (Sheriff & Fugitive Warrants)	$ 23,001.00	$ 27,060.00	$ 31,119.00
Secretary/Receptionist - VA	$ 21,259.35	$ 25,011.00	$ 28,762.65
Senior County Clerk/Recorder	$ 33,016.55	$ 38,843.00	$ 44,669.45
Senior Deputy Collector	$ 31,713.50	$ 37,310.00	$ 42,906.50
Senior Deputy Treasurer	$ 32,906.90	$ 38,714.00	$ 44,521.10
Senior Heavy Equipment Operator	$ 30,527.75	$ 35,915.00	$ 41,302.25
Senior HEO/Oil Distributor	$ 30,303.35	$ 35,651.00	$ 40,998.65
Senior Mechanic	$ 28,142.65	$ 33,109.00	$ 38,075.35
Senior Motor Patrol Operator	$ 33,911.60	$ 39,896.00	$ 45,880.40
Sgt/Juv Det Deputy Supervisor (90% Min)	$ 30,966.00	$ 34,407.00	$ 39,568.05
Shop Foreman	$ 41,716.30	$ 49,078.00	$ 56,439.70
Sr Deputy District Court Clerk	$ 31,923.45	$ 37,557.00	$ 43,190.55
Sr Deputy Veterans Service	$ 29,518.80	$ 34,728.00	$ 39,937.20
Sr. Deputy Clerk/Criminal	$ 30,128.25	$ 35,445.00	$ 40,761.75
Sr. Deputy Clerk/Juvenile	$ 30,247.25	$ 35,585.00	$ 40,922.75
Technology Support Specialist	$ 35,095.65	$ 41,289.00	$ 47,482.35
Veterans Service Officer	$ 30,918.75	$ 36,375.00	$ 41,831.25
Victim Witness Coor/Dom Violen	$ 24,157.85	$ 28,421.00	$ 32,684.15
Victim/Witness Assistant	$ 27,038.50	$ 31,810.00	$ 36,581.50
Victims/Witness Coordinator	$ 29,264.65	$ 34,429.00	$ 39,593.35

Revised 10/20/16

2016 Wage Survey	Sep-16													
JD Job Title	Job Code	SC Average Salary	Ft. Smith Schools	AR DOL-Ft. Smith	City of Ft. Smith	AR Class 6 Counties	JBU Kenexa Indexed to 72901	MARKET AVERAGE	Ft. Smith Schools Title	AR DOL-Ft. Smith Title	City of Ft. Smith Title	AR Class 6 Counties Title	IBM Kenexa Indexed to 72901 Title
Abstractor/Mapper		$31,883		$33,142	$35,418	$31,479	$36,855	$34,224	No Match	GIS Mapper	GIS Mapper	Abstractor/Mapper	GIS Technician
Accounting Clerk	40000401	$37,457	$38,758	$35,010	$37,650	$36,948	$37,100	$37,093	Bookkeeper	Bookkeeper	Accounting Technician	Accounting Clerk	Accounting Clerk
Accounts Payable Administrator	11300601	$33,367	$39,422	$38,432	$37,180	$36,948	$37,100	$37,816	Bookkeeper	Accounts Payable Clerk	Accounting Technician	Bookkeeper-Accounts Payable	Accounts Payable Clerk
Accts. Payable - Payroll Assistant	11300801	$29,921	$31,190	$31,275	$31,976	$29,290	$31,750	$31,096	Accounting and Payroll Assistant	Payroll Clerk	Payroll Clerk	Bookkeeper-Payroll	Payroll Clerk
ADC Administrative Assistant Secretary	41804801	$46,722	$41,493	$41,467	$45,814	$37,332	$38,900	$41,001	Administrative Assistant	Administrative Assistant	Administrative Secretary	Administrative Assistant Secetary	Administrative Assistant II
ADC Assistant Administrator	41805001	$49,838		$54,351		$42,978	$51,672	$49,667	No Match	Detention Assistant Administrator	No Match	Detention Assistant Administrator	Detention Assistant Administrator
Administrative Assistant Secretary	40001001	$37,007	$36,079	$34,035	$37,375	$37,332	$37,597	$36,484	Administrative Secretary	Administrative Secretary	Administrative Assistant Secretary	Administrative Assistant Secetary	Assistant Secretary
Office Manager - Park	60101801	$39,204	$44,521	$45,913	$45,342	$37,382	$38,753	$42,382	Office Manager	Office Manager	Administrative Coordinator	Office Manager	Officer Services Coordinator
Administrative Secretary/Receptionist	10002001	$34,787	$36,079	$34,035	$35,305	$34,176	$35,100	$34,939	Administrative Secretary	Administrative Secretary	Administrative Secretary/Receptionist	Administrative Secretary/Receptionist	Secretary/Receptionist
Adult Detention Administrator	41802001	$49,130		$60,909		$50,876	$54,391	$55,392	No Match	Detention Administrator	No Match	Detention Administrator	Detention Administrator
Animal Control Officer	42502401	$29,875		$31,045	$34,249	$30,962	$31,200	$31,864	No Match	Animal Control Officer	Animal Control Officer	Deputy	Animal Control Officer
Applications Administrator	11502601	$48,237	$51,441	$53,436	$52,871		$52,500	$52,562	Bachelor's Level I.T.. Systems	Applications Administrator	Applications Administrator	IT Application Administrator	Application Administrator
Appraiser IV		$33,101		$36,761	$36,218	$36,935	$36,065	$36,495	No Match	Senior Appraiser	Financial Technician	Appraiser IV	Senior Property Appraiser
Asset Forfeiture - Record Admin	41603201	$32,064	$29,327	$32,007	$34,956	$32,081	$32,350	$32,144	Secondary Office Clerk	Office Clerk II	Senior Clerk II	General Asset Forf. - Financial Records	Records Administrator
Assist Director - Infastructure Admin	11525601	$64,297	$67,902	$75,376	$83,224		$71,100	$74,401	Assistant I.S. Director	Assistant I.S. Director	Senior ITS Administrator	No Match	Assistant Director - I.T. Admin.
Assist. Golf Course Superintendent	60403801	$34,026		$35,727			$34,237	$34,982	No Match	Golf Course Supervisor	No Match	No Match	Building & Grounds Supervisor I
Assistant Comptroller	11303601	$42,743	$52,480	$51,673	$56,216	$46,604	$48,300	$51,055	Supervisor Financial Services	Accountant III	Financial Administrator	Assistant Comptroller	Accountant II
Assistant Drug Court Coordinator			$31,850	$33,318	$33,775	$32,200	$33,139	$32,856	Assistant Coordinator	Assistant Court Coordinator	Deputy Court Coordinator	Assistant Court Coordinator	Court Assistant Coordinator
Assistant Purchasing Agent	11704001	$32,395	$36,913	$36,801	$35,132	$35,132	$36,500	$36,096	Purchasing Services Specialist	Buyer	Senior Clerk II	Administrative Secretary	Senior Purchasing Clerk
Assistant Road Superintendent	20040801	$40,751		$45,346	$52,571	$43,466	$44,455	$46,460	No Match	Road Construction Lead Supervisor	Street Supervisor	Assistant Superintendent	Street Construction Coordinator II
Assistant Shop Foreman	20045601	$32,924	$35,085	$38,052	$36,114	$38,084	$39,000	$37,267	Assistant Foreman	Assistant Foreman	Assistant Foreman	Assistant Foreman	Shop Foreman
Assistant Supervisor	42204201	$34,411		$35,424	$40,045	$34,845	$39,100	$37,354	No Match	Assistant Supervisor	Assistant Supervisor	Courts Deputy Supervisor	Assistant Supervisor

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Associate Director Juvenile Serv-Intake	41404401	$51,474		$57,484		$42,978	$49,850	$50,104	No Match	Associate Director Detention	No Match	Senior Juvenile Intake Officer	Social Services Social Worker
Billing Coordinator	30105601	$30,964	$32,327	$28,922	$33,965	$27,871	$33,475	$31,312	Secondary Office Clerk	Office Clerk II	Accounting Technician	Billing Clerk	Billing Clerk
Booking Clerk ADC		$30,887	$29,327	$31,275	$30,165	$31,854	$31,003	$30,725	Secondary Office Clerk	Office Clerk II	Clerk	Booking Clerk	Booking Clerk
Building Engineer/Supervisor	10807401	$38,477	$43,231	$43,276	$44,283	$43,543	$45,475	$43,962	Supervisor	Building Supervisor	Building Engineer -	Building Superintendent	Building & Grounds Supervisor I
Building Maintenance Tech	44606001	$27,910	$31,530	$31,010	$28,953	$28,174	$31,900	$30,313	Maintenance Technician	Maintenance Technician	Maintenance Technician	Building Maintenance	General Maintenance Worker I
Building Maintenance Tech Finish Carpenter	10805801	$35,047	$40,258	$35,264	$30,485	$34,067	$35,535	$35,122	Carpenter	Carpenter	Carpenter	Maintenance Tech/Carpenter	Carpenter
Building Maintenance Tech Lead	10807601	$29,473	$33,525	$33,454	$32,448	$30,970	$31,384	$32,356	Maintenance Technician Lead	Lead Maintenance Technician	Maintenance Technician Lead	Maintenance Tech/Lead	Lead Maintenance Technician
Bus. Com. Deputy Assessor		$36,628		$33,400	$37,650	$36,935	$37,750	$36,434	No Match	Office Clerk III	Accounting Technician	Sr. Deputy Assessor	Accounting Clerk II
Business Analyst	11507801	$52,530	$53,891	$59,610	$52,091	$51,194	$55,080	$54,373	Business Analyst	Business Analyst	Financial Administrator	Comptroller	Business Analyst I
Chief Deputy Assessor	10508201	$50,135	$50,074	$50,852	$56,217	$45,222	$50,160	$50,505	Office Administrator	Office Supervisor	Office Coordinator	Chief Deputy Assessor	Office Services Supervisor
Chief Deputy Circuit Clerk	10208401	$46,835	$50,074	$50,852	$51,203	$44,306	$50,161	$49,319	Office Administrator	Office Supervisor	Office Coordinator	Chief Deputy Circuit Clerk	Office Services Supervisor
Chief Deputy Collector	10408601	$52,088	$50,074	$50,852	$67,933	$43,556	$50,161	$52,515	Office Administrator	Office Supervisor	Collections Manager	Chief Deputy Collector	Office Services Supervisor
Chief Deputy County Clerk	10108801	$46,835	$50,074	$50,852	$51,203	$43,683	$50,161	$49,195	Office Administrator	Office Supervisor	Office Coordinator	Chief Deputy County Clerk	Office Services Supervisor
Chief Deputy Sheriff	400009201	$55,418		$61,707	$65,192	$54,174	$64,667	$61,435	No Match	Captain	Captain	Chief DeputySheriff	Chief Deputy Sheriff
Chief Deputy Treasurer	10309401	$46,835	$50,074	$50,852	$51,203	$42,872	$50,161	$49,032	Office Administrator	Office Supervisor	Office Coordinator	Chief Deputy Treasurer	Office Services Supervisor
Chief Juvenile Probation Officer	41409601	$54,552		$54,291		$46,518	$55,311	$52,040	No Match	Senior Juvenile Probation Officer	No Match	Chief Juvenile Probation Officer	Senior Social Services Officer
Circuit Court Administrative Assistant	46010201	$27,503	$29,327	$29,026	$35,018	$31,019	$33,415	$31,561	Secretary/Office Clerk	Office Clerk	Deputy Court Clerk I	Administrative Assistant	Administrative Assistant I
Circuit Court Coordinator	41610401	$35,213	$36,740	$36,957	$40,028	$34,845	$36,359	$36,986	Office Administrator	Office Supervisor	Court Coordinator	Circuit Court Jury Coordinator	Administrative Assistant I
Circuit Court Fine Clerk	41610601	$25,133	$25,869	$26,915	$24,959	$25,749	$26,368	$25,972	Office Clerk	Office Clerk I	Fine Clerk	Circuit Clerk Deputy	Court Clerk
Civil Deputy		$33,028		$37,786	$39,554	$36,374	$40,005	$38,430	No Match	Civil Deputy	Civil Deputy	Civil Deputy	Civil Deputy
Civil Division Secretary	40011001	$24,031	$25,869	$29,026	$27,976	$24,132	$27,104	$26,821	Office Clerk	Office Clerk I	Deputy Court Clerk I	Sr. Deputy Clerk - Civil	Court Clerk
Commitment & Civil Forf - Exec Secretary	41611801	$35,226	$36,863	$37,812	$41,528	$36,245	$35,947	$37,679	Senior Office Clerk	Office Clerk III	Administrative Secretary	Civil Executive Secretary	Secretary II
Communication Coordinator	42612001	$33,983	$35,957	$34,798	$36,778	$32,512	$35,392	$35,087	Senior Office Clerk	Office Clerk III	Dispatcher Coordinator	Dispatcher Supervisor	Dispatcher Coordinator
Communications Deputy		$26,266	$27,306	$26,970	$31,213	$25,772	$30,700	$28,392	Office Clerk	Office Clerk I	Dispatcher	Dispatcher	Emergency Dispatcher
Comptroller	11312401	$55,289	$66,186	$70,334	$70,801	$51,782	$66,300	$65,081	Financial Services Manager	Comptroller	Deputy Director of Business Admin.	Comptroller	Financial Reporting Accountant III
Co-Reappraisal Manager		$49,732		$52,262	$56,974	$44,322	$49,76	50,830	No Match	Appraisal Manager	Housing Assistance Coordinator	Appraiser Manager	Senior Appraiser

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County Admin/Chief of Staff	10012601	$57,389	$69,668	$70,473	$77,881	$51,782	$69,513	$67,863	Chief Operating Officer	Administrative Services Director	Chief Operating Officer	County Administrator	Government Affairs Administrator
Court Administrator	46013401	$48,111	$48,408	$48,525	$56,612	$40,450	$47,483	$48,296	Office Supervisor	Office Supervisor	Court Administrator	Court Supervisor	Court Administrator
Courts Security Officer/Bailiff		$26,840		$32,834	$35,740	$29,878	$31,800	$32,563	No Match	Bailiff	Court Deputy	Bailiff	Court Room Security Officer
Custodian		$21,885	$24,153	$22,809	$22,905	$23,995	$23,690	$23,510	Custodian	Custodian	Laborer	Janitor	Custodian
Dept of Emergency Management Coordinator	50515201	$39,086		$45,557	$48,110	$48,480	$48,746	$47,723	No Match	Emergency Management Manager	Environmental Services Coordinator	DEM Coordinator	Emergency Services Coordinator
Deputy Child Sppt/UCC/Liens	11416201	$38,447	$36,913	$35,010	$35,019	$34,173	$35,325	$35,288	Senior Office Clerk	Office Clerk III	Clerk II	Deputy Clerk II	Accounting Clerk II
Deputy Circuit Clerk		$32,806	$28,327	$33,507	$34,956	$32,171	$31,232	$32,039	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk/Circuit	General Clerk II
Deputy Circuit Clerk/Civil	10217201	$28,636	$29,327	$29,304	$29,115	$27,817	$29,767	$29,066	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk/Civil	General Clerk I
Deputy Circuit Clerk/Criminal		$28,707	$29,327	$29,304	$29,115	$27,817	$29,767	$29,066	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk/Criminal	General Clerk I
Deputy Circuit Clerk - Domestic Relations	10219001		$29,327	$29,304	$29,115	$27,817	$29,767	$29,066	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk/Civil	General Clerk I
Deputy Circuit Clerk/Juvenile	10217601	$29,667	$29,327	$30,182	$30,165	$28,374	$29,767	$29,563	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk/Juvenile	General Clerk I
Deputy Circuit Clerk/Records Management	10217801	$30,876	$29,327	$31,075	$31,449	$29,464	$29,767	$30,216	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk/Records Mgmt.	General Clerk I
Deputy Clerk GW	40916601	$25,653	$29,327	$27,206	$27,976	$26,001	$26,366	$27,375	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk	General Clerk I
Deputy Clerk/Chancery	10216801	$42,653	$37,273	$38,203	$37,755	$34,174	$35,329	$36,547	Senior Office Clerk	Office Clerk III	Clerk II	Deputy Clerk/Chancery	General Clerk I
Deputy Clerk/Child Support	11416901	$30,648	$29,327	$31,075	$31,976	$31,542	$29,767	$30,737	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk/Child Support	General Clerk I
Deputy Clerk/Circuit		$32,806	$29,327	$32,531	$32,617	$32,172	$29,767	$31,283	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Clerk/Circuit	General Clerk I
Deputy Clerk/Recorder		$31,971	$29,327	$32,531	$32,078	$29,765	$29,767	$30,694	Secondary Office Clerk	Office Clerk II	Clerk	County Clerk/Recorder	General Clerk I
Deputy Clerk-Scanning Clerk GW	40918001	$22,358	$22,473	$23,145	$23,088	$23,429	$23,460	$23,119	Scanning Clerk	Document Imaging Clerk	Scanning Clerk	Scanning Clerk	Document Imaging Clerk
Deputy Shift Supervisor Sgt.		$34,207		$36,847		$31,940	$36,424	$35,070	No Match	Detention Supervisor	No Match	Detention Supervisor	Detention Supervisor
Deputy Tax Collector		$31,656	$29,327	$31,976	$32,616	$31,869	$31,255	$31,409	Secondary Office Clerk	Office Clerk II	Clerk	Deputy Collector	Accounting Clerk
Deputy Veterans Service	80019601	$27,376	$29,327	$29,115	$28,832	$27,871	$29,767	$28,982	Secondary Office Clerk	Office Clerk II	Clerk	Deputy/Veterans Service	General Clerk I
Detention Deputy		$27,034		$29,520		$28,736	$30,300	$29,519	No Match	Detention Officer	No Match	Detention Deputy	Correctional Officer
Detention Supervisor Senior Sgt	41820001	$42,272		$45,241		$39,779	$44,446	$43,155	No Match	Detention Supervisor	No Match	Detention Supervisor	Correctional Officer - Sergeant
Director Inmate Management	41820201	$43,704		$49,360		$43,010	$45,308	$45,893	No Match	Detention Director	No Match	Jail Director	Correctional Facility Director
Director of Juvenile Services	41420601	$45,623		$49,360		$46,758	$47,12	47,746	No Match	Juvenile Services Director	No Match	Juvenile Serivces Director	Juveile Services Director

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Director of Public Safety	50503401	$49,654	$49,634	$50,845	$55,328		$46,206	$50,503	Public Safety Administrator	Public Safety Manager	Environmental Quality Manager	No Match	Public Safety Director
Director of Technology Services	11520401	$66,950	$84,028	$85,219	$100,212		$84,765	$88,556	Clerk	Office Clerk I	Director of IT Systems	No Match	I.T. Director
District Court Coordinator PA	41620801	$32,923	$33,260	$34,097	$36,068	$34,845	$34,881	$34,630	Senior Office Clerk	Office Clerk III	Court Coordinator	Court Coordinator	Court Coordinator
District Deputy Clerk	40916602	$32,277	$33,260	$33,507	$35,018	$33,606	$33,887	$33,856	Senior Office Clerk	Office Clerk III	Deputy Court Clerk I	Deputy Clerk/District	Court Clerk
Division Commander		$52,708		$61,707	$65,191	$51,872	$61,003	$59,943	No Match	Division Commander	Captain - Police	Division Commander	Police Lieutenant
Drug Court - Criminal Justice Coordinator	43021401	$42,906	$42,467	$45,753	$45,037	$40,250	$44,185	$43,538	Assistant Supervisor	Senior Court Coordinator	Senior Deputy Court Clerk	Criminal Division Court Coordinator	Senior Court Clerk
Drug Task Force Coordinator	44321601	$53,903		$54,291	$60,958	$46,758	$55,319	$54,332	No Match	Task Force Coordinator	Cross Connection Coordinator	Drug Task Force Coordinator	Narcotics Task Force Coordinator
Drug Task Force Investigator	44321801	$35,127		$39,587	$40,554	$35,152	$38,521	$38,454	No Match	Investigator	Investigator	Investigator	Narcotics Task Force Investigator
Executive Assistant	10022601	$35,570	$37,674	$41,705	$45,342	$37,332	$43,600	$41,131	Executive Assistant	Executive Assistant	Administrative Secretary	Executive Assistant	Senior Level Secretary
General Maintenance/Laborer		$30,953	$32,360	$32,391	$28,953	$30,368	$29,561	$30,727	Maintenance/Laborer	Maintenance Laborer	Maintenance Person	Maintenance/Laborer	General Maintenance Worker I
Golf Course Maintenance		$23,762	$26,507	$26,160	$26,177	$25,730	$27,700	$26,455	Laborer	Grounds Laborer	Maintenance Person	Maintenance/Laborer	Maintenance Laborer
Golf Course Mechanic	60123801	$25,704	$29,317	$27,967	$27,851		$28,764	$28,475	Mechanic	Equipment Mechanic	Equipment Mechanic	No Match	Mechanic Technician
Golf Course Superintendent	60424001	$51,500		$50,318			$46,865	$48,592	No Match	Golf Course Director	No Match	No Match	Grounds Superintendent
Golf Pro Shop Manager	60424201	$53,748		$52,798			$57,290	$55,044	No Match	Pro Shop Manager	No Match	No Match	Retail Store Manager
GW District Court Clerk	40924401	$54,641	$47,832	$54,291	$55,716	$49,764	$49,780	$51,477	Office Supervisor	Office Supervisor	Court Administrator	District Court Clerk	Court Administrator
Heavy Equipment Operator		$28,407	$31,993	$32,425	$30,625	$30,924	$33,700	$31,933	HEO	Heavy Equipment Operator	Equipment Operator II	Heavy Equipment Operator	Heavy Equipment Operator
Homestead Specialist	10524801	$39,728	$40,065	$38,844	$40,628	$40,448	$41,450	$40,287	Program Specialist	Service Specialist	Accounting Specialist	Homestead/EQ Specialist	Accounting Technician II
Human Resources Assistant	11725001	$40,480	$36,913	$36,174	$37,398	$34,121	$36,050	$36,131	Human Resources Assistant	Human Resources Assistant	HR Assistant	Deputy/Human Resources	Human Resources Assistant
Human Resources Coordinator	11725201	$38,258	$40,605	$41,375	$55,658	$39,066	$43,054	$43,952	Human Resources Coordinator	Human Resources Coordinator	HR Coordinator	HR Officer	Human Resources Coordinator
Human Resources Director	11725401	$54,395	$64,581	$66,877	$77,305	$45,961	$65,178	$63,980	Human Resources Supervisor	Human Resources Supervisor	HR Director	HR Director	Human Resources Director
Intake Coordinator - Legal Secretary	41425801	$26,475	$27,420	$29,865	$31,465	$27,871	$30,800	$29,484	Office Clerk	Office Clerk I	Senior Clerk I	Secretary/Intake	Legal Secretary I
Investigator	41726001	$30,520		$31,539	$32,287	$31,032	$32,394	$31,813	No Match	Investigator	Investigator	Investigator	Investigator
Investigator Sgt		$39,202		$45,141	$56,366	$41,390	$52,520	$48,854	No Match	Investigator - Sergeant	Sergeant	CID Sergeant	Investigator Sergeant
JDC Officer		$26,188		$28,947		$25,842	$30,300	$28,363	No Match	Detention Officer	No Match	Juvenile Detention Officer	JDC Officer
Juv Ct Coord/Detain/Pst Conv Sp	41616001	$27,535	$28,327	$28,704	$35,019	$27,868	$31,255	$30,235	Secondary Office Clerk	Office Clerk II	Deputy Court Clerk I	Court Coordinator/Juvenile	Court Clerk
Juvenile Detention Admin/Captain	41527001	$42,810		$53,919		$46,758	$48,79	49,825	No Match	Detention Administrator	No Match	Captain/JDC	Juvenile Detention Administrator

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Juvenile Detention Asst. Administrator	41526601	$33,860		$43,135		$36,216	$36,653	$38,668	No Match	Detention Assistant Administrator	No Match	Assistant Administrator Juvenile	Assistant Administrator
Juvenile Probation Officer		$33,972		$35,864		$35,969	$35,484	$35,772	No Match	Juvenile Probation Officer	No Match	Juvenile Probation Officer	Juvenile Probation Officer
Lead Custodian		$25,752	$30,103	$26,344	$27,004	$27,187	$26,059	$27,339	Lead Custodian	Lead Custodian	Lead Laborer	Lead Janitor	Lead Custodian
Lead Paramedic		$45,619		$44,004	$48,485		$44,352	$45,614	No Match	Paramedic II	Captain - Fire	No Match	Lead Paramedic
Legal Secretary		$24,142	$28,743	$28,995	$27,976	$27,059	$30,800	$28,715	Office Secretary	Legal Secretary	Secretary	Secretary	Legal Secretary I
Licensed Practical Nurse		$31,668	$37,105	$36,370		$32,563	$30,767	$34,201	LPN	LPN	No Match	LPN	Licensed Practical Nurse
Lieutenant Lead Investigator CID	40031001	$40,786		$47,200	$48,356	$41,390	$47,484	$46,108	No Match	Investigator - Lieutenant	Lieutenant - Investigator	CID Lieutenant	CID Investigator Lieutenant
Light Equipment Operator		$21,596	$24,184	$23,618	$29,564	$28,434	$27,768	$26,714	Light Equipment Operator	Light Equipment Operator	Equipment Operator I	LEO	Light Equipment Operator
Maintenance Supervisor	60131201	$40,296	$44,818	$45,963	$42,078	$38,163	$44,064	$43,017	Maintenance Supervisor	Maintenance Supervisor	Foreperson	Building Maintenance Supervisor	Maintenance Leadperson
Maintenance Technician ADC		$31,899	$33,525	$33,711	$28,954	$34,888	$33,475	$32,911	Maintenance Technician	Maintenance Technician	Maintenance Person	Maintenance Technician	Maintenance Technician
Major of Operations	40031601	$55,727		$67,878	$80,217	$50,154	$59,913	$64,541	No Match	Major	Major	Major	Police Major
Mapping Specialist		$36,471		$35,838	$44,158	$34,341	$38,738	$38,269	No Match	Mapping Specialist	GIS Technician	GIS Mapping	Mapping Specialist
Mechanic		$22,660	$24,158	$23,618	$24,627	$24,681	$25,459	$24,509	Mechanic Helper	Mechanic Helper	Mechanic I	Mechanic I	Mechanic Helper
Network Administrator	11532801	$53,219	$55,909	$61,796	$62,875		$61,500	$60,520	Network Administrator	Network Administrator	Network Administrator	No Match	Network Administrator
Office Administrator	41633001	$50,548	$48,408	$49,315	$49,275	$37,332	$49,648	$46,796	Office Supervisor	Office Supervisor	Administrative Assistant	Office Manager	Office Services Supervisor
Office Manager Assessor		$38,879	$44,521	$45,913	$45,342	$37,332	$38,753	$42,372	Office Manager	Office Manager	Administrative Coordinator	Office Manager	Officer Services Coordinator
Office Manager Circuit Clerk	10234201	$49,666	$44,521	$45,913	$45,342	$37,332	$38,753	$42,372	Office Manager	Office Manager	Administrative Coordinator	Office Manager	Officer Services Coordinator
Office Manager Collector		$36,746	$44,521	$45,913	$45,342	$37,382	$38,753	$42,382	Office Manager	Office Manager	Administrative Coordinator	Office Manager	Officer Services Coordinator
Office Manager County Clerk	1013601	$39,448	$44,521	$45,913	$45,342	$37,332	$38,753	$42,372	Office Manager	Office Manager	Administrative Coordinator	Office Manager	Officer Services Coordinator
Office Manager GW/Forfeited Prop	41634001	$28,939	$35,618	$35,299	$35,693	$31,713	$33,977	$34,460	Office Manager	Office Manager	Office Coordinator	Office Coordinator	Office Coordinator
Overdraft Administrator	41634401	$42,462	$43,549	$41,519	$46,142	$39,562	$40,175	$42,189	Accountant	Accountant	Accounting Technician II	Deputy III	Accounting Technician III
Paramedic		$37,036		$35,878	$37,836		$37,698	$37,137	No Match	Paramedic	Driver - Fire	No Match	Paramedic
Park Administrator	60135001	$44,105		$52,773	$58,500		$49,260	$53,511	No Match	Park Administrator	Deputy Director of Parks	No Match	Building & Grounds Manager
Park Maintenance Worker		$25,510	$27,302	$25,966	$28,954		$27,700	$27,481	Maintenance Laborer	Maintenance Laborer	Maintenance Person - Parks	No Match	Maintenance Person - Parks
Parts & Inventory	20048201	$26,475	$27,302	$26,963	$26,177	$29,910	$27,700	$27,610	Maintenance Laborer	Inventory Worker	Maintenance Person - Parts	Stock & Parks Technician	Maintenance Person - Parts
Patrol Deputy		$34,864		$35,988	$39,554	$34,402	$39,251	$37,299	No Match	Law Enforcement Officer	Patrol Officer	Patrol Deputy	Patrol Officer
Patrol Deputy - Traffic	42436601			$35,988	$39,554	$34,402	$39,251	7,299	No Match	Law Enforcement Officer	Patrol Officer	Patrol Deputy	Patrol Officer
Patrol Deputy Canine Unit	42436801	$38,123		$35,988	$39,554	$37,842	$39,251	$38,159	No Match	Law Enforcement Officer	Patrol Officer	Patrol Deputy	Patrol Officer

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Patrol Deputy Supervisor		$43,091		$45,241	$56,366	$40,874	$53,040	$48,880	No Match	Law Enforcement Supervisor	Sergeant	Patrol Sergeant	Patrol Officer Sergeant
Payroll Administrator	11337401	$34,034	$39,422	$38,432	$37,180	$36,948	$37,100	$37,816	Payroll Coordinator	Payroll Coordinator	Accounting Technician	Bookkeeper - Payroll	Senior Payroll Clerk
Pers. Prop. Deputy Assessor		$30,682	$29,327	$30,959	$31,466	$32,077	$31,656	$31,097	Secondary Office Clerk	Office Clerk II	Clerk	Personal Property Deputy	General Clerk II
Pro Shop Assistant	60437801	$25,247		$26,478			$24,951	$25,715	No Match	Shop Clerk	No Match	No Match	Retail Clerk
Purchasing/Billing Clerk	30105401	$25,704	$25,869	$26,545	$26,853	$25,772	$26,030	$26,214	Office Clerk	Office Clerk I	Clerk	Purchasing Assistant	General Clerk I
Purchasing/Facilities Administrator	11704601	$45,428	$44,261	$46,618	$51,168	$43,663	$48,960	$46,934	Purchasing Administrator	Purchasing Administrator	Purchasing Administrator	Purchasing Adminstrator	Purchasing Supervisor
Receptionist ADC	41838601	$26,178	$27,230	$25,070	$26,853	$24,132	$27,707	$26,198	Receptionist	Receptionist	Receptionist	Receptionist	Receptionist
Records - Validation Deputy		$27,559		$29,304	$27,976	$29,286	$29,767	$29,083	Office Clerk	Office Clerk I	Records Clerk	Records Clerk	Records Clerk
Records Clerk ADC	41838801	$26,461		$29,304	$27,976	$27,871	$28,900	$28,513	Office Clerk	Office Clerk I	Records Clerk	Records Clerk ADC	Records Clerk
Registered Nurse ADC	43339401	$59,118	$48,365	$55,538		$50,316	$61,182	$53,850	RN	RN	No Match	Nurse-RN	Registered Nurse
Research & Record Coordinator	41639601	$25,704		$27,368	$27,976	$27,059	$28,200	$27,651	Office Clerk	Office Clerk I	Records Clerk	Records Deputy	Records Clerk
Restitution Administrator	41639801	$39,130		$38,491	$41,479	$40,448	$39,477	$39,974	Financial Services Specialist	Accountant	Accounting Technician II	Deputy III Administrator	Bookkeeper II
Restitution Bookkeeper	41640001	$32,277		$31,983	$34,956	$32,081	$33,888	$33,227	Bookkeeper	Bookkeeper	Senior Clerk II	Deputy Bookkeeper II	Bookkeeper I
Restitution Secretary	41640201	$32,706		$32,961	$34,956	$32,081	$32,239	$33,059	Secondary Office Clerk	Office Clerk II	Senior Clerk II	Deputy Clerk II	Accounting Technician I
Restitution/Fee Bookkeeper	41440401	$29,473		$32,883	$34,956	$32,081	$33,150	$33,268	Bookkeeper	Bookkeeper	Senior Clerk II	Deputy - Bookkeeper	Bookkeeper I
Road Dept Office Manager	20040601	$47,286		$46,620	$49,275	$39,614	$47,483	$45,748	Office Manager	Office Manager	Office Manager	Office Manager	Office Service Coordinator
Road Superintendent	20041001	$51,500		$55,432	$67,823	$54,333	$55,568	$58,289	No Match	Road Construction Manager	Deputy Director of Operations	Road Superintendent	Senior Construction Representative
Secretary Fugitive Warrants ADC	41844001	$28,633		$29,026	$27,976	$24,132	$27,104	$27,060	Office Secretary	Office Secretary	Secretary	Secretary	Secretary I
Secretary Deputy	40043801	$28,938		$29,026	$27,976	$24,132	$27,104	$27,060	Office Secretary	Office Secretary	Secretary	Secretary	Secretary I
Senior Deputy Circuit Clerk Civil			$36,740	$38,491	$34,956	$35,333	$37,095	$36,523	Senior Office Clerk	Office Clerk III	Senior Clerk II	Senior Deputy Clerk	Senior Clerk
Senior Deputy Circuit Clerk Domestic Relations			$36,740	$38,491	$34,956	$35,333	$37,095	$36,523	Senior Office Clerk	Office Clerk III	Senior Clerk II	Senior Deputy Clerk	Senior Clerk
Senior Deputy Circuit Clerk Records Division/Child Support			$36,740	$38,491	$34,956	$35,333	$37,095	$36,523	Senior Office Clerk	Office Clerk III	Senior Clerk II	Senior Deputy Clerk	Senior Clerk
Senior Deputy Circuit Clerk Records Management			$36,740	$38,491	$34,956	$35,333	$37,095	$36,523	Senior Office Clerk	Office Clerk III	Senior Clerk II	Senior Deputy Clerk	Senior Clerk
Senior Deputy Collector	12644801	$36,812	$36,740	$38,491	$34,956	$39,270	$37,095	$37,310	Senior Office Clerk	Office Clerk III	Senior Clerk II	Deputy III	Senior Clerk
Senior Deputy Veterans Service	80046801	$30,369	$36,740	$38,491	$34,956	$30,627	$32,826	$34,728	Senior Office Clerk	Office Clerk III	Senior Clerk II	Senior Deputy Clerk	Senior Clerk
Senior HEO		$30,723	$36,072	$36,617	$35,538	$34,902	$36,447	$35,915	Senior Equipment Operator	Senior Equipment Operator	Equipment Operator III	Senior HEO	Senior Equipment Operator
Senior HEO/Bridge Maintenance	20047201	$35,970	$36,072	$36,617	$35,538	$34,902	$36,44	35,915	Senior Equipment Operator	Senior Equipment Operator	Equipment Operator III	Senior HEO	Senior Equipment Operator

JD Job Title	Job Code	SC Average Salary	Ft. Smith Schools	AR DOL - Ft. Smith	City of Ft. Smith	AR Class 6 Counties	JBU Kenexa Indexed to 72901	MARKET AVERAGE	Ft. Smith Schools Title	AR DOL-Ft. Smith Title	City of Ft. Smith Title	AR Class 6 Counties Title	IBM Kenexa Indexed to 72901 Title
Senior HEO/Mowing Crew Supervisor	20047401	$39,037	$36,072	$36,617	$35,538	$34,902	$36,447	$35,915	Senior Equipment Operator	Senior Equipment Operator	Equipment Operator III	Senior HEO	Senior Equipment Operator
Senior HEO/Oil Distributor	20045201	$32,277	$36,072	$36,617	$34,217	$34,902	$36,447	$35,651	Senior Equipment Operator	Senior Equipment Operator	Equipment Operator III	Senior HEO	Senior Equipment Operator
Senior HEO/Sign/Database	20045401	$38,999	$36,072	$36,617	$35,538	$34,902	$36,447	$35,915	Senior Equipment Operator	Senior Equipment Operator	Equipment Operator III	Senior HEO	Senior Equipment Operator
Senior Mechanic		$27,421	$37,551	$30,342	$34,604	$30,548	$32,500	$33,109	Senior Mechanic	Senior Mechanic	Mechanic II	Senior Welder/Mechanic	Mechanic Services II
Senior Motor Patrol Operator		$38,767		$39,585	$42,418	$36,374	$41,205	$39,896	No Match	Senior Police Officer	Senior Patrol Officer	Patrol Corporal	Senior Patrol Officer
Sgt/Juv Det Deputy Supervisor		$34,821		$36,847		$31,010	$35,363	$34,407	No Match	Detention Supervisor	No Match	Juvenile Detention Supervisor	Juvenile Detention Supervisor
Shop Foreman	20046401	$52,749	$52,138	$50,065	$49,355	$46,356	$47,474	$49,078	Shop Supervisor	Shop Supervisor	Shop Supervisor	Shop Manager	Shop Foreman
Sr Deputy District Court Clerk	40946601	$39,404	$39,952	$38,491	$39,759	$32,486	$37,096	$37,557	Senior Office Clerk	Office Clerk III	Senior Court Clerk II	Senior Deputy Court Clerk	Senior Court Clerk
Sr Deputy Treasurer		$37,020	$39,952	$38,491	$38,763	$39,270	$37,096	$38,714	Senior Office Clerk	Office Clerk III	Accounting Technician	Senior Deputy	Accounting Technician II
Sr. County Clerk/Recorder	12244601	$44,107	$39,952	$38,491	$39,811	$38,866	$37,096	$38,843	Senior Office Clerk	Office Clerk III	Records Technician	Senior Deputy Clerk	Senior Records Clerk
Sr. Deputy Circuit Clerk/Criminal	10247801	$33,193	$36,740	$35,183	$35,019	$34,956	$35,329	$35,445	Senior Office Clerk	Office Clerk III	Senior Clerk II	Senior Deputy Clerk	Senior Clerk
Sr. Deputy Circuit Clerk/Juvenile	10248001	$35,125	$36,740	$35,183	$35,019	$35,656	$35,329	$35,585	Senior Office Clerk	Office Clerk III	Senior Clerk II	Senior Deputy Clerk	Senior Clerk
Technology Support Specialist	11549401	$36,281	$48,727	$41,179	$39,326	$36,413	$40,802	$41,289	I.T. Specialist	I.T. Support Specialist	IT Specialist	Information Systems Technician	Technology Support Specialist
Veterans Service Officer	80050201	$35,570	$36,254	$36,421			$36,451	$36,375	Senior Office Clerk	Office Clerk III	No Match	No Match	Veterans Service Officer
Veterans Service Secretary/Receptionist	80044401	$22,358	$24,560	$24,916	$26,853	$24,132	$24,593	$25,011	Office Staff/Receptionist	Receptionist	Receptionist	Secretary/Receptionist	Receptionist
Victim/Witness Assistant	44150601	$31,688	$32,126	$32,405	$31,976	$30,302	$32,239	$31,810	Secondary Office Clerk	Office Clerk II	Senior Clerk I	Victim/Witness Assistant	Office Assistant
Victim/Witness Coordinator	41650801	$33,905	$34,454	$35,864	$35,413	$32,704	$33,710	$34,429	Senior Office Clerk	Office Clerk III	Senior Clerk II	Victim/Witness Advocate	Office Assistant II
Victim/Witness Coordinator Domestic Violence	44050401	$25,704	$27,420	$29,480	$29,115	$27,817	$28,274	$28,421	Office Clerk	Office Clerk I	Clerk	Domestic Violence Coordinator	General Clerk I

INCREASE OF SALARIES BELOW MINIMUM

Department	Position	Current Salary	Pay Range Minimum	Diff.	FICA	Retirement	Total
0100 County Judge	County Admin/Chief of Staff	57,389	57,684	294	22	43	360
0108 Courthouse Maint.	General Maintenance/Laborer	25,704	26,118	414	32	61	507
0113 Finance	Comptroller	55,289	55,319	30	2	4	36
0113 Finance	Assistant Comptroller	42,743	43,397	654	50	96	800
0400 Sheriff's Office	Division Commander	50,547	50,952	404	31	60	495
0400 Sheriff's Office	Investigator Sgt.	38,120	41,526	3,406	261	502	4,169
0400 Sheriff's Office	Investigator Sgt.	38,117	41,526	3,409	261	503	4,173
0400 Sheriff's Office	Investigator Sgt.	41,369	41,526	157	12	23	192
0400 Sheriff's Office	Patrol Deputy Supervisor	40,772	41,548	776	59	114	950
0400 Sheriff's Office	Civil Deputy	31,645	32,666	1,021	78	151	1,250
0400 Sheriff's Office	Patrol Deputy	31,645	31,704	60	5	9	73
0400 Sheriff's Office	Patrol Deputy	31,645	31,704	60	5	9	73
0400 Sheriff's Office	Records/Validation Deputy	24,662	24,721	59	4	9	72
0416 Prosecuting Attorney	Office Manager - GW	28,939	29,291	352	27	52	431
0416 Prosecuting Attorney	Legal Secretary	24,142	24,408	266	20	39	325
0422 Courthouse Security	Courts Sec Officer/Bailiff	27,376	27,679	303	23	45	371
0422 Courthouse Security	Courts Sec Officer/Bailiff	26,840	27,679	839	64	124	1,027
0432 ADC Maintenance	Maintenance Technician ADC	27,004	27,974	970	74	143	1,187
0505 Dept of Emerg. Mgmt	Dept Emerg Mgmt Coordinator	39,086	40,565	1,479	113	218	1,810
0601 Ben Geren Park-Rec	Park Administrator	37,536	45,484	7,948	608	1,172	9,729
0604 Ben Geren Golf Course	Golf Course Maintenance	22,358	22,487	129	10	19	158
						Total General Fund	**28,187**
0200 County Road	Sr Heavy Equipment Operator	27,984	30,528	2,544	195	375	3,113
0200 County Road	Heavy Equipment Operator	25,704	27,143	1,439	110	212	1,761
0200 County Road	Heavy Equipment Operator	24,581	27,143	2,562	196	378	3,136
0200 County Road	Heavy Equipment Operator	25,235	27,143	1,908	146	282	2,336
0200 County Road	Heavy Equipment Operator	25,042	27,143	2,101	161	310	2,572
0200 County Road	Heavy Equipment Operator	25,235	27,143	1,908	146	281	2,335
0200 County Road	Heavy Equipment Operator	25,041	27,143	2,102	161	310	2,573
0200 County Road	Light Equipment Operator	22,017	22,707	690	53	102	845
0200 County Road	Light Equipment Operator	22,017	22,707	690	53	102	845
0200 County Road	Light Equipment Operator	22,017	22,707	690	53	102	845
0200 County Road	Light Equipment Operator	22,017	22,707	690	53	102	845
0200 County Road	Light Equipment Operator	21,308	22,707	1,399	107	206	1,713
0200 County Road	Light Equipment Operator	21,603	22,707	1,104	84	163	1,351
0200 County Road	Light Equipment Operator	20,687	22,707	2,020	155	298	2,472
0200 County Road	Heavy Equipment Operator	25,042	27,143	2,101	161	310	2,572
0200 County Road	Senior Mechanic	26,092	28,143	2,051	157	302	2,510
						Total Road Fund	**31,824**
						Grand Total	**60,011**

MINIMUM WAGE INCREASE

	Department	Title	Current Hourly Rate	New Rate	Annual Hours	Difference	FICA	Total
0109	Election Commission	Poll Worker Callers	8.00	8.50	520	260	19.89	279.89
0431	Juvenile Teacher Grant	Substitute Teacher	8.00	8.50	560	280	21.42	301.42
0505	Dept of Emerg Mgmt	Emergency Management	8.00	8.50	413	207	15.84	222.84
							General Fund Total	804.15

NOTE: As of January 1, 2017 the Arkansas minimum wage will increase from $8.00 per hour to $8.50 per hour.

OVERTIME INCREASES

	Department	2016 Budget	2017 Requested	Difference	FICA	Retirement	Total
0418	Adult Detention Center	71,100	84,700	13,600	1,040	2,006	16,646
0424	Sheriff Traffic Division	2,400	5,000	2,600	199	384	3,182
0425	Animal control	-	1,200	1,200	92	177	1,469
0433	ADC Medical	8,000	12,000	4,000	306	590	4,896
						General Fund Total	26,194

2017 Overtime Justification

Office/Department: 0418 - Adult Detention Center

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
71,100	84,700	13,600.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

DEPUTIES

1. Weekly transport of inmates to prison and / or pickup of inmates from prison for court
2. Hospitalized Inmates must be guarded, pulling deputy out of the jail.
3. Daily / Weekly transport of inmates to doctor, dentist, greenwood court, state hospital, etc.
4. Two Deputies pulled from jail when USMarshal inmates are transported or in hospital
5. Sick and Vacation time off require deputies to work overtime to fill these positions within the jail
6. Law requires a deputy to attend a (2) week jailer school within 9 months of his hire date (2 schools per year)
7. The rate of turn over within the jail continues. The jail is never at full staff and constantly training new hire deputies who can not work alone. Therefore, deputies must be called in to fill open positions on Troops.

Overtime required to fill these positions within the jail during jailer school.

NOTE: This Law change from 12 months to 9 months to attend a Jailer 2 week School will results in (2) Jailer Schools in one year (every other year), adding overtime hours that are beyond control; the Law must be followed.

CIVILIANS

1. No booking clerks working weekends or holidays. Therefore, a Sgt or Cpl is pulled from duties to book Due to extreme turn over in deputies, Sgts and Cpls are only personnel who holds knowledge for booking
2. New World / AEGIS Corrections booking software is more familiar to a booking clerk; who could help avoid many court date errors. Even Sgts and Cpls do not feel comfortable in AEGIS booking.
3. Sick and Vacation time off is very stressful on the (1) booking clerk left to work alone with the inmates and answering the phones.

A booking clerk is more willing to work on days off or holidays, knowing he/she will be compensated with overtime pay

Is this overtime request due to a special event or project? ○ Yes ● No

Has an agreement been signed providing funding for this overtime?
(Example: federal funding for special project) ○ Yes ● No

2017 Overtime Justification

Office/Department: 0424 - Sheriff Traffic Division

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
2,400	5,000	2,600.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

At times, circumstances and events, such as search and rescue operations, will require reserve deputies to work outside of their regular work hours that will exceed their straight time pay. When this happens, overtime pay will be necessary to compensate the deputies for time worked.

Is this overtime request due to a special event or project? ○ Yes ● No

Has an agreement been signed providing funding for this overtime?
(Example: federal funding for special project) ○ Yes ● No

2017 Overtime Justification

Office/Department: 0425 - Animal Control
Fund 1000 General Fund
Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
0	1,200	1,200.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

By paying overtime to the Animal Control Division, it avoids the accumulation of comp time which would affect the management of the daily workload requirements for this division. Animal Control deputies are paid overtime when they exceed 171 hrs in a 28 day cycle

Is this overtime request due to a special event or project? ○ Yes ● No

Has an agreement been signed providing funding for this overtime?
(Example: federal funding for special project) ○ Yes ● No

2017 Overtime Justification

Office/Department: 0433 - ADC Medical
Fund 1000 General Fund
Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
8,000	12,000	4,000.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

In 2014 our budget for this was 11,000, every year since then we have either gone over budget or have gotten very close to being over. The medical department must have adequate personnel coverage in order to provide the necessary care for inmates health issues and distribution of medications. If a temp employee from Concepts or PRN is not available or if one of the two county full time LPN's needs to beout sick, the other LPN works a double shift. The medical department needs to be sufficiently staffed at all times and is not able to schedule comp time off.

Is this overtime request due to a special event or project? ○ Yes ● No

Has an agreement been signed providing funding for this overtime?
(Example: federal funding for special project) ○ Yes ● No

EXEMPT POSITIONS UNDER THE DEPARTMENT OF LABOR $47,476 THRESHOLD

	Department	Position	Annual Salary	47,476 Threshold	FICA	Retirement	Total	Recommendation
0100	County Judge	Executive Assistant	35,570	11,906				Comp Time
0101	County Clerk	Chief Deputy County Clerk	46,835	641	49	95	785	47,476
0102	Circuit Clerk	Chief Deputy Circuit Clerk	46,835	641	49	95	785	47,476
0108	Courthouse Maint.	Building Eng/Supervisor	38,477	8,999				Over Time
0109	Election Commission	Election Coordinator	30,000	17,476				Fluctuating OT
0113	Finance	Assistant Comptroller	42,743	4,733	362	698	5,793	47,476
0115	IS Dept.	Tech Support Specialist	36,281	11,195				Over Time
0117	Purchasing/HR	Purchasing/Facilities Admin	45,428	2,048	157	302	2,507	47,476
0117	Purchasing/HR	Human Resource Coord	38,258	9,218				Comp Time
0414	Juvenile Probation	Director Juvenile Services	45,623	1,853	142	273	2,268	47,476
0415	Juvenile Det Center	Juvenile Det Admin/Captain	42,810	4,666	357	688	5,711	47,476
0415	Juvenile Det Center	Juvenile Det Assist Admin	33,860	13,616				Comp Time
0416	Prosecuting Attorney	Restitution Administrator	39,130	8,346				Comp Time
0418	Adult Det. Center	Director of Inmate Mgmt	43,704	3,772	289	556	4,617	47,476
0505	Dept of Emerg. Mgmt	Dept Emerg Mgmt Coord.	43,141	4,335	332	639	5,306	47,476
0601	Ben Geren Park-Rec	Park Administrator	37,536	9,940	760	1,466	12,167	47,476
0800	Veterans Svc Office	Veterans Service Officer	35,570	11,906				Comp Time
		1000 - General Fund Total			**2,496**	**4,813**	**39,939**	
0103	Treasurer's Office	Chief Deputy Treasurer	46,835	641	49	95	785	47,476
		1800 - Treasurer's Fund Total			**49**	**95**	**785**	
0200	County Road	Assistant Road Superintendent	40,751	6,725	514	992	8,231	47,476
		2000 - Road Fund Total			**514**	**992**	**8,231**	

The United States Department of Labor has established the minimum salary for a position to be exempt from payment of overtime at $47,476. The final rule does not make any changes to the duties test for executive, administrative and professional employees.

This final rule impacts the operations of county government offices and departments by:

1 An increase in the county budget to adjust employee's salaries to keep the positions exempt from overtime, if approved by the Quorum Court.

2 Appropriating funds to pay overtime, if approved by the Quorum Court.

3 Change working procedures to either not incur overtime or to take comp time off where practical, as determined by each impacted elected official.

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The *New* Overtime Rules

COUNTY LAW UPDATE

by Mike Rainwater on August 23, 2004 (update 08/22/16)

Starting 12/01/16, everybody who makes less than $47,476 per year, regardless of job duties, (that's $913 per week, or $22.825 per hour) is eligible for overtime pay. $47,476 is the NEW MINIMUM. *Revised* FLSA Section 13(a)(1).

Elected Officials and "Personal" Staff: An elected official is NOT an FLSA employee and not entitled to overtime. Section 3(e)(2)(C) excludes from the definition of an FLSA "employee" a person "who (1) holds a public elective office of that State, political subdivision, or agency, (2) is selected by the holder of such an office to be a member of his personal staff, (3) is appointed by such an officeholder to serve on a policy making level, (4) is an immediate adviser to such an officeholder with respect to the constitutional or legal powers of his office, or (5) is an employee in the legislative branch or legislative body of that State, political subdivision, or agency and is not employed by the legislative library of such State, political subdivision, or agency." The "personal" staff employees contemplated by these elected official personal staff exceptions are persons who actually function in the stead of the elected official – making the same kinds of unreviewable, subjective, policymaking decisions that the elected official makes. As a practical matter, these exceptions are the same as the "executive" and "administrative" exempt employee categories, below. This category would NOT likely include any county employees.

Non-Exempt Employee: A non-exempt employee is an employee who is entitled to overtime pay. Non-exempt employees are sometimes referred to as blue collar workers. FLSA Section 541.3(b), stated above, makes is clear that county employees who actually do the day to day county work (as opposed to managing the day-to-day workers) are non-exempt, blue collar workers who are eligible for overtime pay. By law, overtime exemptions specifically do not apply to police officers, fire fighters, paramedics, emergency medical technicians and similar public safety employees *who perform work such as* preventing, controlling or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; performing surveillance; interviewing witnesses; interrogating and fingerprinting suspects; preparing investigative reports; and similar work. FLSA Section 541.3(b)

Exempt Employee: An exempt employee is an employee who is exempt from the overtime rules and NOT entitled to overtime pay. An exempt employee is any employee who is employed in a *bona fide* executive, administrative, professional, or computer employee capacity, as those words are defined by the FLSA. **With the new $47,476 per year threshold, an exempt county employee is one who makes more than $47,476 per year AND is an "executive" or "adminstrative" or "professional" or "computer" employee.** The "exempt" categories are summarized below.

"Executive" Employee Exemption: A *bona fide* executive capacity employee is one whose: i) "whose primary duty consists of the management of the enterprise ... or a customarily recognized department or subdivision thereof;" AND ii) "who customarily and regularly directs the work of 2 or more other employees therein; AND iii) "who has the authority to hire and fire ...; AND iv) "who customarily and regularly exercises discretionary powers; AND v) who does not devote more than 20 percent of his hours worked in the work period to activities which are NOT directly and closely related to the performance of the work described in i), ii), iii) and iv) above.

"Administrative" Employee Exemption: A *bona fide* administrative capacity employee is one: i) whose primary duty consists of the performance of office or nonmanual work directly related to management policies or general business operation, AND ii) whose primary duty consists of customarily and regularly exercising discretion and independent judgment, AND iii) who regularly and directly: a) assists a proprietor or another employee employed in a *bona fide* executive or administrative capacity or b) performs under only general supervision work along specialized or technical lines requiring special training, experience, or knowledge or c) executes under only general supervision special assignments and tasks, AND iv) who does not devote more than 20 percent of his hours worked in the work period to activities which are NOT directly and closely related to the performance of the work described in i), ii), and iii) above.

"Professional" Employee Exemption: As a practical matter, this category includes only members of the classic *learned* professions (such as scientists, artists, teachers, engineers, and the like).

"Computer" Employee Exemption: The computer employee must be employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field performing the duties of application of systems analysis ... to determine hardware, software or system function specifications or designing developing, documenting, analyzing, creating, testing, or modifying computer systems or programs ... or ... machine operating systems.

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Sort Codes: Overtime 065

2017 Part-time/Seasonal Recap

Office/Department: 0109 - Election

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
010901201 Administrative Assistant	01/01/2017	12/31/2017	13.462	52	$12.36	$12.36	$16,068	$8,652	($7,416)
010938401 Programmer	01/01/2017	12/31/2017	12	52	$15.00	$15.00	$9,360	$9,360	$0
010949001 Technical Operations	01/01/2017	12/31/2017	10	52	$15.00	$15.00	$7,800	$7,800	$0
010949277 Trouble Shooter	01/01/2017	12/31/2017	5	52	$10.00	$10.00	$2,600	$2,600	$0
010949477 Warehouse Worker	01/01/2017	12/31/2017	15	52	$10.00	$10.00	$7,800	$7,800	$0
010949677 Poll Worker Callers	01/01/2017	12/31/2017	4.615	52	$8.00	$8.50	$4,160	$2,040	($2,120)
010949877 Delivery/Pickup	01/01/2017	12/31/2017	19	52	$10.00	$10.00	$9,880	$9,880	$0
Total:							$57,668	$48,132	($9,536)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: Administrative Assistant position's salary was raised in 2016 to accomdate the 2016 Election Year. Salary should be reduced for the 2017 year. Poll Worker caller's salary will increase to $8.50 in 2017 due to the increase in minimum wage.

2017 Part-time/Seasonal Recap

Office/Department: 0431 - Juvenile
Teacher Grant

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
043148401 Substitue Teacher	01/01/2017	12/31/2017	10.5	52	$8.00	$8.50	$4,368	$4,641	$273
Total:							$4,368	$4,641	$273

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: As of January 2016 the Arkansas Minimum Wage was raised to $8.00 per hour. The minimum wage is scheduled to increase again to $8.50 in January 2017.

2017 Part-time/Seasonal Recap

Office/Department: 0505 - Dept of Emergency Mgmt

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
050522201 Emergency Management	01/01/2017	12/31/2017	7.945	52	$8.00	$8.50	$3,305	$3,512	$207
Total:							$3,305	$3,512	$207

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: Minimum Wage will Increase to $8.50 in 2017

09/22/2016; 07:44:46 AM

TITLE CHANGES ONLY

Department	Current Title	Requested Title Change
0102 Circuit Clerk	Deputy Clerk/Chancery	Senior Deputy Clerk/Domestic Relations
0102 Circuit Clerk	Deputy Clerk	Sr. Deputy Clerk/Records Div-Child Support
0102 Circuit Clerk	Deputy Clerk/Criminal	Deputy Clerk/Records Div-Child Support
0115 Computers/IS Dept.	Applications Administrator	Business Analyst
0601 Ben Geren Park-Rec	Administrative Secretary	Office Manager