

RESOLUTION NO. 2009 - 10

“BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF SEBASTIAN, STATE OF ARKANSAS, THAT:”

A RESOLUTION TO PROVIDE FOR THE FORMAL REVIEW AND EVALUATION OF SALARY AND PERSONNEL PROPOSALS BY THE COUNTY JUDGE’S OFFICE HUMAN RESOURCE DEPARTMENT PRIOR TO SUBMITTAL TO THE QUORUM COURT.

SECTION 1. The purpose of this Resolution is to establish a formal policy to provide for the review and evaluation of Salary and Personnel proposals submitted by County Elected Officials and Department Heads. Personnel proposals shall be submitted to the County Judge’s Office for review by Human Resource Department Staff, prior to submittal of those proposals to the Quorum Court for authorization and funding.

SECTION 2. Personnel proposals from County Elected Officials and Department Heads shall include a written report from the County Judge’s Office Human Resource Department that includes a review and analysis of the proposal based upon County Personnel Policy, the County Salary Administration Program and other applicable State or Federal Guidelines or Laws. The Human Resource Director and other Administrative Staff will be available to answer questions and provide additional information in the Quorum Court meetings when Personnel and Salary Proposals are presented, reviewed and discussed.

SECTION 3. Personnel proposals shall be reviewed against existing County Policy with a determination made by the Human Resource Department as to whether the proposal is “within policy” or “outside policy”.

The Policy review by the Human Resource Department shall quote the policy by Ordinance Number, Section and specific policy language.

Position grading proposals shall be reviewed in regard to the salary system criteria and the application to the position of specific job factors such as education, experience, amount of funds handled and so forth.

Position grading proposals shall also refer to “internal equity”, in regard to the relationship of the positions grading and salary relative to other positions grading and salaries within the County compensation system.

These specific areas of evaluation shall also be reported and reviewed by the Human Resource Department, Human Resource Director, and Staff,

when reviewing these positions with the Job Evaluation Committee, prior to submittal to the Quorum Court.

Salary levels proposed shall be reviewed for both "internal equity", as specified above, within the County pay system; and for "external equity" as compared to other Governmental or private sector salaries based upon available or salary surveys as conducted or coordinated in the preparation, verification and reporting by the County Judge's Office Administrative Staff and Human Resource Department.

Financial analysis of the costs for positions, and related financial evaluation shall be conducted by the County Finance Department, County Comptroller and Administrative Staff in support of the Human Resource Department evaluation responsibilities.

SECTION 4.

The time frame for Personnel Proposals shall be based upon the following schedule:

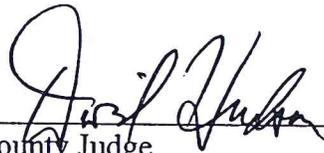
- A. Annual Budget process
 - 1. July 31 - Submit proposals
 - 2. August - Administrative review and completion of proposals
 - 3. September - Job Evaluation Committee
 - 4. October - Review by Quorum Court
 - 5. November - Quorum Court Committee As A Whole Budget Vote
 - 6. December - Quorum Court Final Budget Adoption

- B. Midyear Budget Review
 - 1. March 31 - Submit proposals
 - 2. April - Administrative review and preparation
 - 3. May - Job Evaluation Committee
 - 4. First Tuesday of June - Midyear Budget Review
 - 5. June Regular Meeting - Quorum Court Ordinance implementation

DATED:

7/21/2009

APPROVED:


County Judge

ATTEST:


County Clerk