

HUMAN RESOURCES COMMITTEE MEETING
GARLAND COUNTY COURTHOUSE
COUNTY COURTROOM 200
MAY 23, 2022 5:30 PM
AGENDA

Members: Chairman Anderson, Vice Chairman Reagan, Justices Owen, Horner, Dixon, Raney and Faulkner

1. Call to order and invocation.
2. Consideration of approval for promotional increases in the Adult Detention Facility. The requests will not require additional funding within the 2022 Adult Detention Facility Budget. The JESAP policy only requires Human Resources Committee approval.
 - Corporal (PCN 3400.0418.1027) promoted in November 2021 and received 7% salary increase. This position did not get included with other promotional increases at that time to receive full promotional pay. The current salary is \$43,093 and requested salary is \$48,416. Also included with this request is permission to award retro pay beginning January 2, 2022. Sheriff McCormick's request letter is attached for your review.
 - Corrections Officer (PCN 3400.0418.1038) to Area Supervisor/Corporal Area (PCN 3400.0418.1020). The current salary is \$38,138.56 and requested increased salary is \$48,416.05.
3. Request from County Judge Mahoney to restructure the Department of Emergency Management and make the following changes:
 - Delete the position of Full Time 911/DEM Administrative Assistant
 - Delete the position of Part Time Deputy Assistant
 - Create the position of Full Time DEM Deputy Director

The DEM Deputy Director position description has been rated according to JESAP standards and included for your review. The requested full-time salary is \$45,000 annually.

Minimum	Midpoint	Maximum	Total Points
\$45,946	\$57,433	\$68,919	1034

4. Other Business.
5. Adjourn.

GARLAND COUNTY
SHERIFF'S OFFICE



Mike McCormick
Sheriff

To: Garland County Human Resource Committee

From: Sheriff Mike McCormick *mm*

Subject: Corporal Brianna Arberry Promotional Pay

Date: May 4, 2022

Deputy Brianna Arberry was promoted to Corporal in November 2021. At the time of promotion, she received promotional pay increase of 7%.

In January 2022, it was deemed appropriate whereas promoted staff should receive full promotional pay upon earning a promotion. February 2022, Corporal promotions occurred for Mr. Aaron Standiford and Ms. Amanda Medina. Both personnel received their full promotional increase upon promotion; while Ms. Arberry continued to only receive partial pay. This inconsistency was only recently identified; and caused for Corporal Arberry to be making less pay, although promoted foremost and being of equal position.

In order to properly remedy, I would like to request Ms. Arberry receive her earned full rate of Corporal pay as of the first pay period of 2022 – beginning January 2, 2022.

GARLAND COUNTY
Position Description

JOB TITLE: DEM DEPUTY DIRECTOR

Exempt: (Y/N): Yes
DATE PREPARED: May 12, 2022

DEPARTMENT: DEPARTMENT OF EMERGENCY MGMT.
SUPERVISOR: COUNTY JUDGE AND DEM DIRECTOR

SUMMARY: The Deputy Director of Emergency Management works under the general guidance and direction of the Director of Emergency Management. The Deputy Director performs a variety of supervisory, administrative and technical work in the supervision and administration of Emergency Management and will assume the responsibilities of the Director in their absence. Coordinates, advises, and manages selected projects for the Department of Emergency Management, Search and Rescue, CERT and Local Emergency Planning Committee.

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

1. Assist the Director in carrying out the day to day operations of the County's emergency management programs.
2. Assume charge of day to day operations of the emergency management organization in the Director's absence.
3. Work closely on a cooperative basis with departments of local government, industry and community organizations in developing emergency management plans and capabilities.
4. Assist with development of Standard Operating Guidelines (SOGs) for various emergency contingencies, and update them regularly.
5. Assist Director in the establishment of mutual aid or cooperative agreements to provide needed services, equipment or other resources in the event of an emergency.
6. Ensure that the Emergency Operation Center (EOC) staffing and internal procedures are kept current.
7. Maintain inventory of personnel and material resources from both governmental and private sector sources that would be available in an emergency.
8. Compile and maintain records, reports and plans for necessary inter-agency documentation.
9. Participate in on-going emergency management training.
10. Assist Director in implementing emergency operations plans.
11. Respond (as requested and/or required by Federal and State regulation) to emergency situations.
12. Assist in the coordination of job assignments for emergency management volunteer workers.
13. Report to and keep Director advised of problems, complaints, or incidents in the field.
14. Advise the Director of deficiencies, failures in communications, response, and recovery efforts and develop options and recommendations to resolve those deficiencies.
15. Responsible for operational work involving execution of approved training and educational programs conducted by DEM. Training includes, but is not limited to: shelter management, radiological monitoring, hazardous materials, Skywarn and severe weather spotter training, fire, search and rescue, disaster recovery, mass casualties/fatalities, infection control for volunteers, emergency communications, public education for family protection and preparedness program.
16. Responsible for the development of training outlines, lesson plans, drills and exercises and topical programs assigned by the Director.

17. Develop, promote, establish, coordinate and administer a complete training and education program of limited scope and occupational specialties for emergency response personnel dependent upon their needs.
18. Evaluate program activities and the attainment of program goals through inspections, reports and conferences. Conduct surveys to determine immediate and long term needs of emergency services in the County.
19. Develop public education programs.
20. Maintain a professional, proactive relationship with all County first responders among Volunteer, City, County, State and Federal agencies, as well as private sector entities, elected officials, and the general public.
21. Assist in the assignment and updating of 911 addresses as well as updating Road Centerline Data with new roads and subdivision additions. Create strip maps of new roads.
22. Input information to the County's 911 addressing database and geographic information system (GIS) on a PC with Windows using ESRI and Microsoft Access software.
23. Utilizes GPS equipment to collect associated 911 data in the field.
24. Produces maps with ArcMap.
25. Assist in the development and presentation of annual budgets for the Department of Emergency Management and 911.
26. Assist in the management of accounts payable and receivable for both 9-1-1 and DEM budgets as directed. Assist with grant writing as necessary.
27. Become familiar with the County's Floodplain Ordinance and understand the basics of Floodplain Management to assist the County's Floodplain Manager as needed.
28. Travel when required: Attend meetings. Attend classes and conferences to discuss and research emerging public safety telecommunications, radio communications, flood plain management, emergency management protocols and their relationship to the various functional areas of public safety operations of Garland County.
29. This position will be on call 24 hours a day 7 days a week as needed to assist the Communities and First Responders of Garland County.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES:

Provides supervision to the county Department of Emergency Management in the absence of the Director and acts as direct liaison, along with the Director, for all volunteer agencies within the county, to include personnel.

Education and/or Experience: Formal education or a combination of education and experience may be accepted.

- Minimum of a Bachelor's Degree and 2 years of supervisory experience in a Public Safety department (Law, Fire, Emergency Medical, and Emergency Services.) In lieu of meeting the education requirement someone with ten (10) years of experience, five (5) of which were at the supervisory level within a Public Safety department may be considered.
- Incident Command System (ICS) 300 and 400.
- Successful completion and certification of required ACIC/NCIC training.

- Public Information Officer training.
- 9-1-1 PSAP training as needed.

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

This position will be responsible for completing all EMPG required training by the deadlines that are established within the EMPG program.

WORKING RELATIONSHIPS:

The Assistant Director must be able to effectively communicate and work with elected officials and department heads, other emergency services departments, the public, and the volunteer emergency agencies.

OTHER SKILLS AND ABILITIES: not limited to:

Ability to:

- Work in a highly stressful environment.
- Must have the ability to present materials and/or training elements in a manner that is easily understood.
- Express verbal and written presentations in a clear and concise manner.
- Assist in planning activities with elected officials, County and City Department heads, staff and the general public.
- Exercise independent judgment.
- Prepare accurate and complete written reports.
- Communicate effectively while exercising tact, diplomacy, and patience with a diverse group of individuals, including elected officials, department heads, representatives of other jurisdictions and private organizations, employees, and the general public.
- Assist with identifying issues involving information technology and communications technologies that require attention and prioritization.
- Prioritize work based on current situation.
- Effectively lead by providing appropriate and effective work direction to employees, promoting the mission and vision of the Department and the County, and reinforcing employee desired work behaviors.
- Facilitate the group problem-solving process, recognizing positive results, managing conflict, and negotiating satisfactory outcomes.
- Must be knowledgeable of Public Safety Communications systems to include, but no limited to: 700/800 Microwave digital systems; Amateur/HAM Radio, VHF and UHF among others.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls, talk, hear, stand and walk. The employee is occasionally required to stoop, kneel, crouch, crawl, and to lift and/or move up to 50 pounds. Specific vision abilities required by this position include both close and distance visions, color vision, peripheral