

HUMAN RESOURCES COMMITTEE
SPECIAL MEETING
GARLAND COUNTY COURTHOUSE
COUNTY COURTROOM 200
November 7, 2022-5 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 a title change from Skilled Operator to Mower Working Crew Leader (PCN 2000.0200.4434). Salary increase request from \$32,400 to \$35,000 for the 2023 Budget. The Road Commissioner's letter of request is attached for review.
3. Consideration of approval to create and fund a full-time Truck Driver-CDL Floater position within the Environmental Services 2023 Budget. The Environmental Services Director's letter of request is attached for review. Requested Salary \$32,004.
4. Consideration of approval for a part-time hourly rate increase for Deputy Coroners from \$12 per hour to \$13.22 per hour for the 2023 Budget. The Coroner's letter of request is attached for review.
5. Consideration of approval for a position description re-rate and salary increase in the Treasurer's Budget to the position of Chief Deputy for the 2023 Budget. The Treasurer requests that the salary be brought up to the minimum level of the 2022 JESAP rating due to the increased responsibilities noted in the updated job description.
6. Consideration of approval to provide Certificate Pay Incentive (\$600 annually) for all personnel within the 911 Communications Center who obtain Fire Service Communications Certification through the Association of Public-Safety Communications Officials-International, Inc. (APCO Institute) for the 2023 Budget. The Director's request letter is attached for review.

Should the above request pass, this will also require an amendment to "Section L- Certificate Pay Incentive Program" of the Garland County Personnel Policy as adopted by O-22-26.

7. Consideration of approval to convert two part-time positions to full-time within the Garland County Library 2023 Budget. The Library Director's letter of request is attached for review.

Adult Services Coordinator (PCN 3008.0600.3256)
Facilities Coordinator (PCN 3008.0600.3257)

Title Change from Public Services Assistant to IT Assistant for PCN 3009.0600.3238

8. Consideration of approval to delete the position of full-time Hot Check Coordinator from the County General Services, Prosecuting Attorney 2023 Budget. (PCN 1000.0416.2107).
9. Consideration of approval to create the position of part-time PT Hot Check Clerk to the County General Services, Prosecuting Attorney 2023 Budget. (PCN 1000.0416.2116).
10. Adjourn



GARLAND COUNTY ROAD DEPARTMENT

151 Centennial Drive
HOT SPRINGS, ARKANSAS 71913
Phone (501) 767-9174
Fax (501) 767-9179

MEMO

TO: Human Resources & Finance Committees

FROM: Tony Breshears, Road Commissioner

RE: Position Grade change

Position grade change: We are requesting a position grade change and salary increase for position 4434 titled Skilled Operator from 545 to 802 Mower Working Crew Leader. This person in this position is responsible for his work and the people on his crew.

Memo

To: Judge Daryl Mahoney
From: Billy Sawyer
cc: Shannon Siddall, John Howard
Date: September 20, 2022
Re: Landfill

I'm requesting to add a CDL floating position for the 2023 budget.

Due to the volume of incoming trash to be hauled to Republic and to serve our daily customers on the roll-off side this position will help us cut down on our overtime,

In 2022 we have hauled 98 loads of more trash to Republic landfill than we did at this time last year! The landfill intake of trash is and has been on the uphill climb,

With your permission in the 2023 Budget, we would like to add a floating position to accommodate the volume of trash and roll-off bins for our customers.

We have not added a driver in my time of 15 years. Thank you for your consideration

Billy Sawyer

Director of environmental services



GARLAND COUNTY
CORONER'S OFFICE
501-OUACHITA AVENUE #407
HOT-SPRINGS, AR 71901
(501) 622-3638
(501) 622-3639 - FAX
STUART K. SMEDLEY, CORONER



To: Garland County Human Resources
From: Coroner's Office
Date: 9/10/22
Re: Part Time Employee Raise

Please consider the following request for a 10% raise for 2 part-time Deputy Coroner positions. Per Arkansas law, ALL deputy coroners are required to be certified by the Arkansas Law Enforcement Training Academy / Arkansas Coroners' Association (AR-MDI) or the American Board of Medicolegal Death Investigation. All deputy coroners are currently certified and also must maintain continuing education hours to recertify every 5 years. While full-time employees have gratefully received cost of living adjustments over the years, part time employees have not had any adjustments. Part-time deputy coroners are paid \$12/hour currently for a job that requires certification and round the clock commitment. The requested raise would bring them to 13.22/hour.

We rely heavily on our part-time deputies and the commitment they have given to us. I could not provide the 24/7/365 coverage required of the Coroner's Office without them.

Your consideration is deeply appreciated.

Stuart Smedley, D-ABMDI, AR-MDI

Garland County Coroner

Tim Stockdale

Subject: FW: GC - Chief Deputy re-rate

From: Tim Stockdale
Sent: Tuesday, June 21, 2022 12:10
To: Valerie Dodge <Valerie@garlandcounty.org>
Subject: RE: GC - Chief Deputy re-rate

Thank you Valerie for the Information. I am requesting that the Chief Deputy Treasurer position salary be brought up to minimum due to the increased responsibilities noted on the updated job description and the subsequent JESAP re-rating, which brought the minimum salary to \$59,854.00.

Tim

Thank you,

Tim Stockdale
Garland County Treasurer
Garland County Courthouse
501 Ouachita Ave., Suite 102
Hot Springs, Arkansas 71901
(501) 622-3650 Office
(501) 282-4748 Cell
(888) 886-0157 Fax
tstockdale@garlandcounty.org
GarlandCountyTreasurer@weebly.com

"IN GOD WE TRUST"



U.S. AIR FORCE

"If being a team player requires doing what is wrong, you're on the wrong team" (Charles Swindoll)



Garland County 911 Communications Center

September 08, 2022

Garland County Human Resource Committee
Darryl Mahoney, County Judge
Bo Robertson, DEM Director

I would like to request adding the following non-required course certification to the list of approved courses eligible for the \$600 yearly certification pay.

Fire Service Communication Course

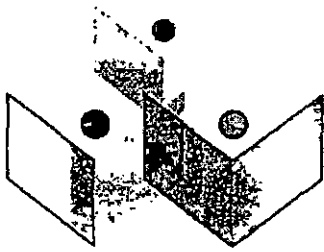
In addition, I would like to request that this \$600 certification pay be added to all personnel positions within the 911 Communication Center, starting with the 2023 budget cycle. As of this date, and due to changes in personnel, we have 9 employees on staff that are eligible for the certification pay, with the remainder seeking certification in 2023.

Thank you for your time and consideration,

A handwritten signature in black ink, appearing to read "James Martin".

James Martin
Director, Garland County Communications Center

Cc: Bo Robertson, D.E.M. Director
Darryl Mahoney, County Judge



GARLAND COUNTY LIBRARY

YOUR CONNECTION POINT

DATE: 12 September 2022
TO: Human Resources Committee, Garland County
FROM: Adam Webb, Library Director
RE: Human Resources Committee Narrative

To the esteemed Garland County Quorum Court Human Resources Committee,

For the 2023 budget year, the Garland County Library is requesting the conversion of two part-time positions to two full-time positions. Per County ordinance, the Garland County Library Board of Trustees "shall have the power and duty to employ or remove all employees of the Garland County Library and to fix, regulate and pay all salaries" but it does not have the authorization to create positions. Due to the tight job market, it is becoming nearly impossible to staff the library with part-time employees as we have historically done. When I took over as library director, we had 48 FTE to run the library. Today, we only have 43 FTE, yet we have increased our services tremendously. Our staff are stretched thin and we need more help.

We have seen a historically low number of applicants for vacant part time positions. That said, we are hoping to fill these new positions in house to help offset the additional costs. In addition to the two new positions, we are requesting reclassifications of two positions from entry level youth services coordinators to Youth Services Specialist and Youth Services Librarian positions due to increases in responsibilities and education.

I thought it was also worth mentioning that the Garland County Library Board adopted a proposed wage and class scale in 2022 that was created by the Johansen Group, the company who makes the JESAP program that the rest of the county uses. JESAP does not include library positions to my knowledge, but this is the closest we could get to an accurate market comparison.

Should you have any questions or need further clarification, please feel free to contact me at (501) 547-8226 or awebb@gclibrary.com

Yours in service,

Adam Webb
Library Director

Valerie Dodge

From: Susan Ashmore
Sent: Thursday, October 6, 2022 1:20 PM
To: Adam Webb GC Library Contact
Cc: Julie Tucker GC Library Contact; Taylor Andriotis; Valerie Dodge
Subject: GC - RE: Next HR Committee Meeting?

October 24th, I believe. Valerie, is this correct?

Susan

From: Adam Webb <awebb@gclibrary.com>
Sent: Thursday, October 6, 2022 1:17 PM
To: Susan Ashmore <SAshmore@garlandcounty.org>
Cc: Julie Tucker GC Library Contact <jtucker@gclibrary.com>; Taylor Andriotis <tandriotis@gclibrary.com>
Subject: Next HR Committee Meeting?

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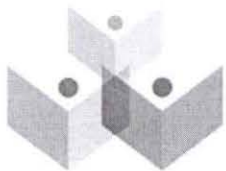
Hi Susan,

When is the HR committee meeting next? I have a title change I would like to put before the committee in addition to the ones I had previously requested.

It is position #3238 and I would like it changed from Public Services Assistant to IT Assistant.

--

Adam Webb | MLS
Library Director



GARLAND COUNTY LIBRARY
YOUR CONNECTION POINT