

HUMAN RESOURCES COMMITTEE

SPECIAL MEETING

AGENDA

Monday, July 31, 2017 **5:20 PM**

*****please note we will address this request prior to the County Grievance Hearing that is scheduled for 5:30**

1. Discussion regarding a request from the Tax Collector to create the position of full time Tax Enforcement Assistant Deputy. The request is to decrease part-time funding within the Collector Automation Budget to create the full time position. Garland County Tax Collector Rebecca Dodd Talbert's memo of request is attached for your review.
2. Adjourn

memo

Garland County Tax Collector, Rebecca Dodd Talbert

To: Human Resource and Finance Committees

From: Rebecca Talbert

Date: July 25, 2017

Re: Part time to Full time Position in Collector Automation

Comments: In 2011/12 I took a full time position and made it into a part time position. We had gotten a new computer system and automation had slowed things down in our office. At that time, I told I would be back if things changed to where part time no longer worked. I was going to wait till budget time and ask to change this at the beginning of the year but my part time person turned in their notice and I need to hire someone now.

Since this time we have added many things to our office and need this to be a full time position. Part payments can be made in any amount and as many payment as you want which means more payments for our office. Also last year the volunteer tax was added which we have to ask each person if they are wanting to pay and then explain what it is and this takes more time. If they are paying this by mail we must go in and add a step to our payment process which also takes more time.

I have been informed by the City of Hot Springs that at the first of next year they plan to add unpaid city liens to the tax bills and some volunteer fire departments are planning on adding their dues to the tax bills next year. All of this will add more time to each transaction.

Thank you for your time and consideration of this matter. If anyone would like to speak with me about this further, please feel free to contact me at 501-318-3418 or I will be available at the meeting to answer questions.