

**HUMAN RESOURCES COMMITTEE
GARLAND COUNTY COURTHOUSE
MONDAY, JANUARY 28, 2019
ROOM 200-5:30 pm**

A G E N D A

1. Call to Order.
2. The Garland County Tax Collector and Garland County Sheriff are requesting to create one full time Bailiff position for the Garland County Government Office Building and rotation for other County properties. In December 2018 the County Judge advertised for acceptance of formal bids for security firms in the area to provide a Uniformed Security Officer. There were no bids received. A request from the Tax Collector is included.

MIMIMUM	MIDPOINT	MAXIMUM	TP	REQUESTED SALARY
\$29,204	\$36,505	\$43,806	690	\$35,780

3. The Garland County Sheriff has submitted for discussion a request to amend the overtime compensation language that was previously adopted by Ordinance O-18-26 for the purpose of grant funding. The revised copy of Ordinance O-18-26 with the amendment noted in bold letters is attached for your review.
4. The Garland County Prosecuting Attorney has submitted for discussion a request of title change and re-rate for the current position of Division IV Case Coordinator. The revised job title will be Case Coordinator/Trial Court Assistant Divisions I and IV. The new job description is included in the packet and has been rated according to the Job Evaluation Salary Administration Policy (JESAP).

MIMIMUM	MIDPOINT	MAXIMUM	TP	CURRENT SALARY
\$27,846	\$34,808	\$41,770	648	\$29,260

MIMIMUM	MIDPOINT	MAXIMUM	TP	REQUESTED SALARY
\$31,111	\$28,889	\$46,666	749	\$31,111

5. Other Business.
6. Adjourn.

Valerie Dodge

From: Rebecca Talbert
Sent: Wednesday, January 23, 2019 8:30 AM
To: Valerie Dodge
Subject: GC - FW: guard for Gov't Office Building

Valerie,

Can we get this on the agenda for HR? I would like to have this position created and someone hired by the time our bills go out. They should hit the mail over President's Weekend in February.

Sincerely,
Rebecca Dodd Talbert
Garland County Tax Collector
501-622-3710
501-318-3418 cell

From: Rebecca Talbert
Sent: Friday, December 21, 2018 3:49 PM
To: 'Valerie Dodge' <valerie@garlandcounty.org>; Susan Ashmore <SAshmore@garlandcounty.org>
Cc: Mike McCormick <MMcCormick@garlandcounty.org>
Subject: guard for Gov't Office Building

Valerie and Susan,

After speaking with Sheriff McCormick and Ronnie Dunn they are going to help us with a guard in our building since we did not receive a bid. I believe we will need to create a position and will need to change my budget.

Can you two get me on the agenda or let me know what I need to do with the Quorum Court to get this process started as soon as possible?

Sincerely,
Rebecca Dodd Talbert
Garland County Tax Collector
501-622-3710
501-318-3418 cell

ORDINANCE NO. _____

BE IT ENACTED BY THE QUORUM COURT OF GARLAND COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

"AN ORDINANCE TO AMEND GARLAND COUNTY ORDINANCE O-18-26 RELATING TO THE GARLAND COUNTY PERSONNEL POLICY, TO MAKE A REVISION TO THE GARLAND COUNTY PERSONNEL HANDBOOK; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES."

WHEREAS, an amendment to the current overtime compensation procedure of the county's personnel policy is necessary for the purposes of grant funding; and,

WHEREAS, The Human Resources Committee has reviewed a portion of the county's personnel policy for the purpose of making updates and revisions; and,

NOW, THEREFORE, BE IT ENACTED BY THE QUORUM COURT OF GARLAND COUNTY, STATE OF ARKANSAS:

SECTION 1. That the Garland County Personnel Policy is to be amended as follows and made a part of this Section, as though set out herein word for word and is accepted as the procedure and standard for employees of Garland County, Arkansas.

OVERTIME POLICY

It is the policy of Garland County that utilization of overtime shall be kept to an absolute minimum and shall be utilized only for operational necessities that cannot be addressed by employees during regularly scheduled work hours or by other employees who are working a regularly scheduled shift.

Each Elected Official shall establish and maintain written policies detailing the reasonable anticipated needs of the department to have employees work overtime or be on call after regularly scheduled work hours. The Quorum Court may modify such policies from time to time if it appears to the Quorum Court that the overall policies established by an Elected Official are inconsistent with the policies established or are inconsistent with the best financial interest of the County.

Overtime compensation shall be paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Non-exempt non-law enforcement employees shall be paid time and one-half after physically working 40 hours in a work period with the exception of holidays and call outs. Non-exempt law enforcement employees shall be paid time and one-half after physically working 86 hours in a work period with the exception of holidays and call outs. **In the event that the Garland County Sheriff's Department**

shall be the recipient of any Selective Traffic Enforcement Program (STEP) Grant Work funding or any other such Federal or State Grant Funding, the recipient shall be reimbursed for officers working selective traffic enforcement at a rate that does not exceed time and one-half the officer's regular hourly rate.

The Quorum Court of Garland County hereby defines a "call out" as the time an employee is called from home or while off duty to perform work that occurs after scheduled work hours. Call out time shall be paid at time and one-half regardless of whether the employee has completed his or her regular work period 40 hours for non-law enforcement or 86 for law enforcement. Continuation of work on an employee's shift when additional time is required or when directed by a Supervisor or when an employee is called to assume another's shift will not be considered a "call out". The County call out policy shall only apply to the following departments: Office of Emergency Management, Dispatch Center, Sheriff's Office Administration, Patrol, Sheriff's Office Warrants Division, Criminal Investigation Division, Detention Administration, Detention Transport Officers, Garland County Maintenance, Garland County Road Department and the Garland County Environmental Services Department during major incidents or as ordered by the County Judge or County Sheriff. Call out of employees not referenced in this section will be set forth in the employee handbook, as amended from time to time.

Non-exempt regular full-time employees who are required to work outside regularly scheduled hours (such as to attend an official meeting, scheduled training classes or course certifications or when subpoenaed to court) shall receive overtime pay when they exceed the number of regularly scheduled hours (40 hours for non-law enforcement and 86 for law enforcement).

However, if Garland County has no funds from which to pay overtime, all non-exempt county employees shall accrue compensatory time to the allowable limit until such time overtime funds become available. Overtime payments and compensatory time accrual shall be reviewed by the Quorum Court on a quarterly basis.

No overtime hours shall be worked or paid without approval of the elected official or such supervisory personnel designated by the elected official to approve overtime.

Paid Leave days shall not count toward calculating overtime unless the employee actually worked on a paid leave day (e.g. a holiday worked by an employee).

County employees shall not receive double time.

SECTION 2. SEVERABILITY. If any portion of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications of the Ordinance which can be given effect without the invalid provisions or application, and to this end the provision of this Ordinance is declared to be severable.

SECTION 3. That this Ordinance shall be codified in the Garland County Code of Ordinances and the Sections may be re-numbered and re-lettered to accomplish such intention.

SECTION 4. As time is of the essence in getting this policy initiated an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after the passage and approval.

ATTEST: _____

Darryl Mahoney
County Judge

APPROVED: _____

Sarah Smith
County Clerk

SPONSOR: _____

Thomas Anderson
Justice of the Peace

DATE: _____

GARLAND COUNTY
POSITION DESCRIPTION

JOB TITLE: CASE COORDINATOR/TRIAL COURT ASSISTANT-DIVISIONS I AND IV

Exempt (Y/N): No

DEPARTMENT: Prosecuting Attorney

Date Prepared: September 1998

SUPERVISOR: Office Administrator

REVISED: June 2016, January 2019

SUMMARY:

The Case Coordinator/Trial Court Assistant-Divisions I and IV establishes work procedures and standards to improve efficiency and effectiveness of assigned operations. Is responsible for the timely and accurate maintenance of case files for the Prosecuting Attorney's office, all Jury panel preparation to include juror listings and processing all death penalty questionnaires.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Required to attend all court proceedings in Division IV to include plea and arraignment dates, drug plea and arraignment dates, pre-trial Omnibus and Disposition dates, and all drug case Omnibus and Disposition dates.
2. Required to serve Prosecutor's as the Trial Court Assistant for all jury trials in Divisions I and IV Circuit Courts. Responsible for logging all Exhibit Numbers while in trial.
3. Responsible for the preparation of all case files for trials of Divisions I and IV Circuit Courts.
4. Responsible for maintaining and updating Division IV Circuit Court case files in the Case Management computer system. This would include taking and organizing trial dates and other pertinent information on 400 to 500 cases each calendar year.
5. Prepare, copy and file Circuit Court pleadings, including Motions, Orders, Judgement and Disposition/Commitments, etc. with the Circuit Clerk's Office.
6. Comply with Freedom of Information requests for copies of public information.
7. Compose, type and sign routine complex forms and correspondence for the Prosecuting Attorney's Office.
8. Obtain criminal histories on Division I and IV Circuit Court cases. This would include criminal histories on all witnesses in the case. The position requires annual certification with the State of Arkansas to obtain these histories.

9. Prepare approximately 200 to 300 criminal Sentencing Orders following disposition of Division IV Circuit Court cases per year.
10. Calculation of any jail credit that is due on individuals sentenced to prison.
11. Prepare and copy all requested documents and computer discs upon defense request for Division IV Circuit Court. This duty entails preparing between 400 to 500 case files over the course of a year. This duty is performed pursuant to state law and Court Orders. If this duty is not performed in a timely manner, the court could punish both the Prosecuting Attorney in charge of the case as well as the Case Coordinator.
12. As necessary, obtain prior felony convictions on criminal defendants who are habitual offenders. This process may include obtaining such documents from inside the State of Arkansas or from other jurisdictions across the country.
13. Prepare necessary transport Orders for Division IV Circuit Court appearances for individuals incarcerated in facilities other than the Garland County Detention Center.
14. Prepare a case file for a Prosecutor's packet on criminal defendants who are to be subject to a mental health evaluation at the Arkansas State Hospital.
15. Obtain felony disposition reports when requested by the Federal Bureau of Investigation for firearm purchases.
16. Obtain criminal histories and verify compliance with probation and/or parole requirements on individuals petitioning Division IV Circuit Court to have his or her record sealed.
17. Prepare Jury Instructions and Witness lists on cases going to trial in Division IV Circuit Court.
18. Copy case files on all sex offender cases that have been adjudicated for sex offender screening at the Arkansas Department of Correction.
19. Obtain violation reports from the Office of Adult Probation for individuals who have violated the terms and conditions of probation. This task also includes preparing documents for filing with the court, requesting that the court revoke probation.
20. Notarize documents as necessary.
21. Assist in answering telephones in front office as needed.

22. Assist the general public as needed.

EDUCATION and/or EXPERIENCE:

The incumbent must possess a high school diploma or GED. The incumbent should have knowledge of general office procedure. 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.

1. Must obtain ACIC Certification and attend ongoing continuing education to retain certification.
2. Must be accountable to the Elected Official and the Arkansas Crime Information Center for the maintenance, security and operation of the office Crime Information Center computer. The accountability for this task would concern a misuse of the equipment or allowing a third party who is not certified with the State of Arkansas to have access to the equipment.
3. Must pass a criminal background check.
4. Must have extensive knowledge of the legal system.
5. Must have a high level of independent judgement.
6. Must have the ability to operate standard office machines; in particular, the ability to operate computers.
7. Must have extensive knowledge of business English and Math.
8. Must have extensive knowledge of office procedures, regulations and operations.
9. Must have the ability to maintain effective working relationships with Elected Officials, top level administrators, other employees and public citizens.
10. Must have the ability to plan an appropriate plan of action involving non-routine or difficult office matters.
11. Must have the ability to deal effectively with the public in giving and obtaining information and referring calls.
12. Must have the ability to compose effective correspondence.
13. Must be reliable, accurate and able to accept responsibility.
14. Must keep computer operations current and take necessary training to do so.
15. Must be familiar with law enforcements agencies and municipalities.
16. Must have the ability to learn tasks readily.
17. Must have the ability to carry out oral and written instructions.
18. Must be capable of preparing clearly written pleadings and correspondence.
19. Must be capable of collecting, organizing and presenting essential information necessary for cases.
20. Must have effective time management skills.
21. Must have the initiative to resolve a problem in the event an attorney or supervisor is unavailable for assistance.
22. Must have a certain amount of analytical ability and problem solving skills to think things through with reference to the preparation of legal documents.
23. Must be highly accurate in the preparation of a variety of legal documents which are required to be prepared in criminal cases.
24. Must be willing and able to accept accountability for the end result of the preparation of documents if the documents filed with the courts are either inaccurate or are not prepared and filed in a timely manner.

25. Must be able to have a temperament to have extensive contact on a daily basis with the general public.

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, use hands to finger, handle, or feel objects, and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, or crouch when performing filing.

Specific vision abilities are required by this job, including the ability to adjust focus, color vision, and close vision.

The employee is occasionally required to lift and/or move up to 30 pounds.

WORK ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.