

HUMAN RESOURCES COMMITTEE
SPECIAL MEETING
APRIL 1, 2019
ROOM 200-5:15 PM

AGENDA

1. 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).

Minimum	Midpoint	Maximum	TP-Current	Current Salary
\$27,846	\$34,808	\$41,770	648	\$29,260

Minimum	Midpoint	Maximum	TP-current	Request Salary
\$31,111	\$38,889	\$46,666	749	\$31,111

2. **Selection of Employee of the Month for January, February, and March.** Six nominations have been submitted by various Elected Officials/Department Heads and are included for your review.
3. Other Business
4. Adjourn

GARLAND COUNTY
POSITION DESCRIPTION

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

Exempt (Y/N): No
Date Prepared: September 1998
REVISED: June 2016, January 2019

DEPARTMENT: Prosecuting Attorney
SUPERVISOR: Office Administrator

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 I and IV upon request of the Elected Prosecuting Attorney and approval of the Judge.
2. Required to serve Prosecutor's as the Trial Court Assistant for all jury trials in Divisions I and IV Circuit Courts upon request of the Elected Prosecuting Attorney and approval of the Judge. Responsible for logging all Exhibit Numbers while in trial.
3. Responsible for the preparation of all case files for trials of Divisions IV Circuit Court.
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.

**NOMINATION FORM
Garland County
"Employee of the Month"**

EMPLOYEE J.D. Fladung **DEPARTMENT** Maintenance

POSITION Director of Maintenance **MONTH** 1st Quarter **DATE OF HIRE** 2019

Why do you feel this employee deserves to be "Employee of the Month?" Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.)

J.D.'s contributions to the County are innumerable but a few of his accomplishments stand out. One of his many achievements is the recent decoration of the courthouse for the Christmas season. J.D and his team worked countless hours decorating the exterior and interior of the courthouse and in addition, coordinated with local contractors to help install the decorations and electrical wiring for the 2nd through the fourth floor exterior decorations. He also ensured that the courthouse lighting ceremony was a huge success, which was evidenced by everything working perfectly during the public event. Many other outstanding accomplishments by J.D. were coordinating with contractors during the recent completion of the 911 County Dispatch center, addition of the fire/sprinkler system, the renovation of the courthouse fourth floor, the installation of the fourth floor emergency escape staircase and repair of the parking spaces in front of the Sheriff's office. In addition to coordinating these projects, J.D. managed his team in taking care of all the routine and many special projects on all County owned facilities. All of the projects mentioned created a very stressful environment, but J.D. completed each one with a very positive attitude and with outstanding enthusiasm. J.D. always works well with his co-workers, staff and general public and he constantly displays great leadership skills and ability. One of the signs of a good leader is they prepare their staff and co-workers to continue operating efficiently even during their absence and J.D. has accomplished that as well. Garland County is very fortunate to have Mr. Fladung as an employee. He is a good example for others and constantly displays integrity and professionalism.

Tim Stockdale, Garland County Treasurer
Elected Official or Department Head Signature

February 12, 2019
DATE

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

Employee: Valerie Dodge

Department: Finance Department

Position: Human Resource Director Month: January

Date of Hire: July 11, 2001

Why do you feel this employee deserves to be "Employee of the Month"? Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.

Valerie moved to the Finance Department in March of 2016, and she has truly been a valuable asset to the department and me. She is very knowledgeable of county policy and procedures. She has stepped up on several occasions the past three years to cross-train and to learn to process payroll when we were shorthanded.

1. During January 2019 our Payroll Administrator's father was ill and passed away. Valerie did not miss a beat, she did whatever it took to help get payroll processed, insurances paid, and W-2's to our employees.
2. January is a very busy time in the Finance Department for not only payroll but also for Human Resources. The 2018 Workman's Compensation Payroll Audit, the 2019 annual Workman's Compensation reconciliation and payment, and the Equal Opportunity Commission (EOC) annual report are all due during this month and were completed on time.
3. Not to mention the cost of living adjustment and other budget position adjustments that had to be posted in our software.
4. We had several new positions, new hires, and terminations that all had to be processed by Valerie.
5. She has been working toward finalizing the updated Employee Handbook.
6. Valerie has been a part of reviewing the Purchasing Policy that Lanie is establishing.
7. She plays a huge role in the budget process and has for many years.
8. She works closely with our insurance agent to get the best rate for our employees, as well as for our buildings and property.
9. Valerie took on the role of Fix Asset Administrator in January and updated our equipment inventory to remove all 390 items under \$2,500 from our records.

Valerie is reliable, honest, and a team player. She keeps us grounded and on task when things get overwhelming. She has a caring heart and I am blessed to have her as a leader in the Finance Department. I hope you will consider Valerie as the Employee of the Month for January 2019.



Elected Official or Department Head Signature

3/19/19
Date

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

EMPLOYEE: John Muldoon

DEPARTMENT: Juvenile Court

POSITION: Probation Officer/Asst. Delinquent Intake MONTH: January 2019

DATE OF HIRE: 1/29/18

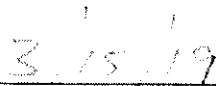
Why do you feel this employee deserves to be "Employee of the Month"? Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.

It is with great honor that we nominate John Muldoon for Garland County Employee of the Month for January 2019. John started with the Juvenile Court in January of 2018 as a Probation Officer. John is an extraordinarily dedicated Probation Officer who works tirelessly, devoting his time and resources to the juveniles on his caseload. He genuinely cares for all the juveniles he works with, recognizing the importance of providing structure, all while balancing restriction with encouragement. John is also very active in the community, volunteers his time and is an outstanding mentor not only to the juveniles on his caseload but to all juveniles in the community.

John is an exemplary employee and as such was promoted to Assistant Delinquent Intake Officer in January of 2019. In addition to his duties as a Probation Officer, he has taken on extra Delinquent Intake duties. He hit the ground running in his new role and has not looked back. John is always available to lend a helping hand to any and all of his colleagues. He always has a smile on his face and has a great sense of humor. Johns dedication and commitment to his profession and to Garland County is beyond compare.



Elected Official or Department Head Signature



DATE

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

EMPLOYEE: Jennifer Darter

DEPARTMENT: Juvenile Court

POSITION: Juvenile Probation Officer

MONTH: February, 2019

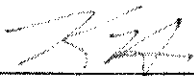
DATE OF HIRE: 9/11/17

Why do you feel this employee deserves to be "Employee of the Month"? Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.

It is with great honor and pride that we nominate Jennifer Darter for Garland County Employee of the Month for February 2019. Jennifer joined the Garland County Juvenile Court as a Probation Officer in September of 2017. She is an exemplary Garland County employee. She is professional, hardworking, compassionate and respectful.

The Juvenile Court decided in 2017 to add Teen Court to the list of diversion programs that the Court offers. In January of 2018, Jennifer attended a week long Teen Court conference and then proceeded to take the rest of the year to prepare for the launch of the Garland County Teen Court. This involved speaking to the Teen Court Coordinator in Faulkner County, visiting their teen court, preparation of all the recruiting materials, arranging with the local high schools for Judge Naramore to speak with their students regarding the program and working with the Teen Court Team to choose the applicants to participate in the program as jurors, attorneys and other court personnel. Jennifer organized all of the recruiting materials and training materials, and then coordinated the training session. She is also in charge of coordinating each Teen Court session. This has been a huge responsibility that Jennifer has handled in an exemplary manner. The Garland County Teen Court held its first court session earlier this month on February 11, 2019. We are very happy with our initial results and are looking forward to this being a highly successful diversion program for the Court. Jennifer has been highly instrumental in the successful planning, coordination and launch of this program.

Jennifer is an outstanding representative of Garland County and the Juvenile Court. She sets a fine example for all of the youth in Garland County.



Elected Official or Department Head Signature



DATE

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

Employee: Lanie Martin

Department: Finance Department

Position: Finance Director

Month: February

Date of Hire: April 23, 1997

Why do you feel this employee deserves to be "Employee of the Month"? Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.

Lanie took on the position of Finance Director in March of 2016. The Finance Director was a new position for Garland County and I have to say I am grateful Lanie took a chance, and stepped into this position. I knew as her Former Auditor; she had the accounting skills and the work ethic we needed in this position.

1. February 28th is the date the county is required to close its fiscal year since we are under modified accrual accounting. During the first two months of the year, the Finance Department processed 2,056 claims with 1,518 Accounts Payable (AP) claims. With this large number of claims and with Amber (our back-up) moving away, Lanie has jumped in and helped our AP Coordinator keep us caught up.
2. During February, Lanie and I compiled and reconciled all of the documentation necessary for the Federal Audit from 12 funds with \$821,308.97 in expenditures and provided it to the Auditor.
3. Lanie also helped get our W-2's and 1095's out to our employees in ample time.
4. She saved the county on postage by researching the IRS code on the need to mail out 1099's to certain vendors. She also, helped get them mailed and uploaded in a timely manner.
5. In 2018 Garland County received \$11,567.12 Sales Tax & Rebates administered by Lanie. Garland County applied for their first rebate in 2016.
6. She plays a major role in the budget process.
7. Lanie is the person who maintains and provides the ½ cent Sales Tax reports for the Finance Committee agenda each month.
8. Lanie is the website administrator and is training our new County Judge Receptionist to post and make changes. The Garland County website rated fourth overall in the state for transparency in 2017 due to Lanie working with CivicPlus and the Arkansas Center of Research and Economics (ACRE). The County website had only been active for one month when the report was filed.
9. In February Lanie setup the photographer, where the first ever Quorum Court group picture was made for the website.
10. Lanie developed and maintains reporting on the procedures for the Spay and Neuter Program, which was approved by the Quorum Court.

11. Lanie, the County Attorney, and I are currently establishing the first Garland County Purchasing and Contract Policy. Lanie is the person who researched and compiled the initial draft policy from other entities.
12. Lanie is cross-trained to pay employee insurance when necessary.
13. Lanie is currently maintaining and applying for grants on behalf of the County.
14. She prepares the quarterly billing for the City of Hot Springs District Court building expenses.
15. She maintains a monthly report to verify that the cities and towns are paying their share of the Detention Facility Operating Sales Tax.
16. Lanie reports the inmate social security reimbursements for the Detention Facility and the County received \$40,600 in 2018.

Above are a fraction of the responsibilities Lanie has taken on in the Finance Department. Lanie is hardworking, honest, dependable, and a team player. She is willing to do whatever it takes to complete the task. She is an independent thinker and is always on top of the next project. She is the last to complain and the first to volunteer. Lanie is a true blessing to the Finance Department and a leader. I hope you will consider Lanie as the Employee of the Month for February 2019.

Susan Ashmore
Elected Official or Department Head Signature

3/19/19
Date

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

EMPLOYEE: Mike Hawthorne

DEPARTMENT: Juvenile Court

POSITION: Chief Juvenile Probation Officer

MONTH: March, 2019

DATE OF HIRE: February 9, 2008

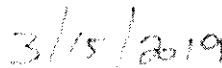
Why do you feel this employee deserves to be "Employee of the Month"? Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.

It is with great honor and pride that we nominate Mike Hawthorne for Garland County Employee of the Month for March, 2019. Mike has been with the Juvenile Court since February of 2008. He has provided Garland County Juvenile Court with exemplary service throughout his career. He has served in many capacities in the Juvenile Court and is currently Acting Chief Probation Officer for the Court, a Garland County Juvenile Drug Court team member and the Garland County Juvenile Teen Court team chairperson.

Mike is an exemplary employee and represents all that a Juvenile Court Officer should be. He is professional, hard-working, compassionate and respectful. He genuinely cares for all of the juveniles on his caseload and their families. Recently, one of the juvenile's lost a parent. The family could not afford a funeral, so Mike took up a collection for the family. He personally visited the family to express his condolences and see if there was anything he could do to assist them. Mike is not just an outstanding role model for the juveniles on his caseload but for all citizens in Garland County.



Elected Official or Department Head Signature



DATE