

FILED

MAR 24 2020

**KADE HOLLIDAY
COUNTY & PROBATE COURT CLERK**

ORDINANCE NO. 2020 - 11

AN ORDINANCE TO AMEND ORDINANCE 2014-3 UPDATING THE CRAIGHEAD COUNTY EMPLOYMENT POLICY FOR ANNIVERSARY DATE, IMPLEMENTING AND ADOPTING JOB DESCRIPTIONS, CLASSIFYING EXEMPT AND NON EXEMPT EMPLOYEES, AND FOR OTHER PURPOSES

WHEREAS, the Quorum Court concurs in the importance of the skill level and experience in employees of Craighead County, and

WHEREAS, the Quorum Court wants to foster an environment for a productive workforce and recognize workers for a job well done, and

WHEREAS, the Quorum Court concurs in the importance of the employees of Craighead County and seeks to foster an environment whereby employees receive benefits that foster a healthy working relationship, and

WHEREAS, the Quorum Court values their employees and seeks to avoid turnover and promote longevity for the employees; and

WHEREAS, the Quorum Court understands the resources and time that are spent training employees and seeks to provide an environment for long-term placement, and

WHEREAS, the Quorum Court seeks to adopt a job evaluations and a salary administration program in the near future to assist with employee retention and quality, and

WHEREAS, the Quorum Court seeks to adopt and incorporate a reference of all exempt and non exempt job classifications for all positions of employment.

NOW THEREFORE be it Ordained by the Quorum Court of Craighead County, State of Arkansas as follows:

SECTION 1. That the Quorum Court shall adopt a job evaluation and salary administration program in the near future.

SECTION 2. That the Quorum Court adopts and incorporates by reference the attached exhibit setting forth job descriptions and classification of exempt and non exempt employees.

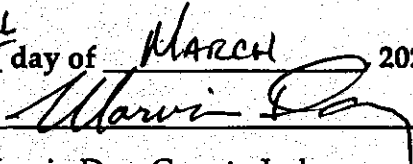
SECTION 3. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall be amended and Section 6, Paragraph B. shall be removed and revised to state as follows:

B. County employees salaries and wages shall be based on the personnel compensation plan (annual budget) and will depend on location of the employee's assignment in that plan. That newly hired persons employed by Craighead County, who have met eligibility requirements, may receive their first raise on their first anniversary of their employment hire date.

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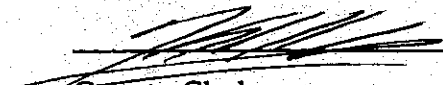
SECTION 4. Severability. If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions of the ordinance which remains effective absent the invalid provision, and to this end, the provisions of this ordinance are declared to be severable.

PASSED AND APPROVED on this 24th day of March 2020.



Marvin Day, County Judge

ATTEST:



County Clerk

Craighead County Job Titles - 7-2019	Reviewed	Exempt	Non-Exempt	Grades 116+ Exempt
Assessor-Business Personal Property Administration	X		NE	
Assessor-Chief Deputy Assessor	X	E		116
Assessor-GIS Technician	X		NE	
Assessor-Personal Property Administration	X		NE	
Assessor-Property Assessment Review	X		NE	
Assessor-Real Property Administration	X		NE	
Assessor-Rural Property Administration	X		NE	
Assessor-Sub/Urban Property Administration	X		NE	
Assistant Director of OEM	X		NE	
Assistant Veteran Services Officer	X		NE	
Chief Deputy Treasurer	X	E		116
Circuit Clerk-Assistant Chief Deputy	X		NE	
Circuit Clerk-Chief Deputy	X	E		116
Circuit Clerk-Deputy Clerk	X		NE	
Circuit Clerk-Deputy-Civil Clerk	X		NE	
Circuit Clerk-Deputy-Criminal Clerk	X		NE	
Circuit Clerk-Deputy-Domestic Clerk	X		NE	
Circuit Clerk-Deputy-Juvenile Clerk	X		NE	
Circuit Clerk-Deputy-Lake City Clerk	X		NE	
Circuit Clerk-Deputy-Land Records Clerk	X		NE	
Collector Chief Deputy	X	E		116
Collector Customer Service Specialist	X		NE	
Collector Delinquent Tax Specialist	X		NE	
County Administrator	X	E		120
County Clerk-Accounts Payable Clerk	X		NE	
County Clerk-Chief Deputy Clerk	X	E		116
County Clerk-Deputy Clerk	X		NE	
County Clerk-Election Clerk	X		NE	
County Clerk-Head Election Clerk	X		NE	
County Clerk-Head Probate Clerk	X		NE	
County Clerk-Payroll Clerk	X		NE	
County Clerk-Probate Clerk	X		NE	
County Judge - Secretary/Coordinator I	X		NE	
Deputy Treasurer	X		NE	
Detention Center Administrative Office Manager	X		NE	
Detention Center Assistant Jail Admin. (Juvenile)	X		NE	
Detention Center Assistant Jail Administrator	X	E		118
Detention Center Booking Supervisor	X		NE	
Detention Center Corporal	X		NE	
Detention Center Deputy Clerk	X		NE	
Detention Center Information Systems Tech	X		NE	
Detention Center Jail Administrator	X	E		119
Detention Center Maintenance Administrator	X		NE	
Detention Center Maintenance Security	X		NE	
Detention Center Officer	X		NE	
Detention Center Sergeant	X		NE	

Craighead County Job Titles - 7-2019	Reviewed	Exempt	Non-Exempt	Grades 116+ Exempt
Director of OEM	X	E		116
District Court Chief Administrator	X	E		117
District Court Chief Deputy	X		NE	
District Court Custodian	X		NE	
District Court Deputy Clerk	X		NE	
District Court Liaison	X		NE	
DTF Fiscal Officer	X		NE	
DTF Legal Secretary	X		NE	
Human Resources Manager	X	E		118
IT - Computer Technician	X		NE	
IT - Director of Computer Services	X	E		119
IT - Systems Administrator	X		NE	
Juvenile Intake Officer	X		NE	
Juvenile Office Manager	X		NE	
Juvenile Probation Officer	X		NE	
Juvenile Supervisor	X	E		116
Maintenance-Building Maintenance	X		NE	
Maintenance-Custodian	X		NE	
Maintenance-Custodian Team Lead	X		NE	
Maintenance-Grounds Maintenance	X		NE	
Maintenance-Maintenance Supervisor	X	E		116
Maintenance-Maintenance Tech	X		NE	
P.A. Executive Assistant	X		NE	
P.A. Investigator	X		NE	
P.A. Receptionist	X		NE	
P.A. Secretary/Coordinator I	X		NE	
P.A. Secretary/Coordinator II	X		NE	
P.A. Victim/Witness Coordinator	X		NE	
P.A. Victim/Witness Coordinator-Financial	X		NE	
Public Defender Secretary/Legal Support Specialist	X		NE	
Purchasing Agent	X	E		117
Road Clerk	X		NE	
Road Coordinator	X		NE	
Road Eastern District Foreman	X	E		115
Road Heavy Equipment Operator	X		NE	
Road Mechanic	X		NE	
Road Shop Manager	X		NE	
Road Superintendent	X	E		119
Road Western District Foreman	X	E		115
Sheriff Asst. Chief Deputy	X	E		119
Sheriff Chief Court Security Officer	X		NE	
Sheriff Chief Deputy	X	E		121
Sheriff CID Captain	X		NE	
Sheriff CID Secretary	X		NE	
Sheriff Computer Administrator	X		NE	
Sheriff Court Security Officer	X		NE	

Craighead County Job Titles - 7-2019	Reviewed	Exempt	Non-Exempt	Grades 116+ Exempt
Sheriff Deputy Clerk	X		NE	
Sheriff Deputy First Class	X		NE	
Sheriff Deputy Sheriff	X		NE	
Sheriff Eastern Division Deputy	X		NE	
Sheriff Environmental Officer	X		NE	
Sheriff Lieutenant	X		NE	
Sheriff School Resource Officer	X		NE	
Sheriff Sergeant	X		NE	
Sheriff Staff Accountant	X		NE	
Sheriff Transport Officer	X		NE	
Veteran Services Officer	X	E		113
Election Coordinator	X	E		