

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$32,361.00 within the 2012 Road and Bridge Fund for the creation of one new Payroll Coordinator position in the Sheriff's Office.

RESOLUTION #17811, February 13, 2012

INTRODUCED BY James D. Tindall, County Legislator

WHEREAS, the Sheriff's Office is the fourth largest department in the County, leading to a heavy workload in handling payroll records, data entry, and budget and grant reports; and,

WHEREAS, the Sheriff desires to create a new full-time Payroll Coordinator position to accomplish these tasks, to be funded by the elimination of three part-time positions; and,

WHEREAS, a transfer is necessary in order to place the necessary funds in the proper spending accounts; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer within the 2012 Road and Bridge Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Road and Bridge Fund			
Sheriff			
004-4201	55025 – Part-Time Salaries	\$32,361	
004-4201	55010 - Regular Salaries		\$24,960
004-4201	55030 - Overtime		500
004-4201	55040 – FICA		1,910
004-4201	55050 – Pension		3,572
004-4201	55060 - Health Insurance		895
004-4201	55070 - Unemployment		125
004-4201	55110 – Worker's Compensation		399

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Jay D. Hader
Chief Deputy County Counselor

W. Stephen Rife
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17811 of February 13, 2012, was duly passed on February 13, 2012 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 0

Abstaining 0

Absent 1

2.13.12
Date

Mary Jo Spino
Mary Jo Spino, Clerk of Legislature

Funds sufficient for this transfer are available from the source indicated below.

ACCOUNT NUMBER: 004 4201 55025
ACCOUNT TITLE: Road and Bridge Fund
Sheriff
Part-time Salaries
NOT TO EXCEED: \$32,361.00

February 12 2012
Date

Thomas Thomas
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 17811

Sponsor(s): James D. Tindall

Date: February 13, 2012

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Payroll Coordinator</u> <u>Requesting a transfer within the 2012 Sheriff's Road and Bridge Fund for the salary associated with the creation of one new payroll coordinator's position at the Sheriff's Office.</u></p>																
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$32,360.10</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$32,360.10</td> </tr> <tr> <td>Amount budgeted for this item *:</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td>4201/004/55025 Part Time Salary Fund</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$32,360.10	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$32,360.10	Amount budgeted for this item *:	\$	Source of funding (name of fund) and account code number	4201/004/55025 Part Time Salary Fund						
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Source of funding (name of fund) and account code number	4201/004/55025 Part Time Salary Fund																
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): N/A</p> <p>Prior resolutions and (date): N/A</p>																
<p>CONTACT INFORMATION</p>	<p>RLA drafted by Sherry Rosson, Office Administrator, 816-524-4302, Ext. 72216</p>																
<p>REQUEST SUMMARY</p>	<p>The Sheriff's Office is the fourth largest Department in the Jackson County government. As such, a full time position is required to manage the correct data entry, train personnel, and maintain payroll records for billings, budgetary and grant reports.</p> <p>Therefore, the Sheriff's Office requests permission to create a new, full-time Payroll Coordinator's position. This position will be funded by the elimination of three part-time positions.</p> <p>Please appropriate \$32,360.10 from 4201/004/55025 into the accounts listed below:</p> <table> <tr> <td>4201/004/55010 - Regular Salaries</td> <td>\$24,960.00</td> </tr> <tr> <td>4201/004/55030 - Overtime</td> <td>500.00</td> </tr> <tr> <td>4201/004/55040 - FICA/Medicare</td> <td>1,909.44</td> </tr> <tr> <td>4201/004/55050 - Pension</td> <td>3,571.78</td> </tr> <tr> <td>4201/004/55060 - Insurance Benefits (Individual & Disability)</td> <td>894.72</td> </tr> <tr> <td>4201/004/55110 - Worker's Compensation</td> <td>399.36</td> </tr> <tr> <td>4201/004/55070 - Unemployment</td> <td><u>124.80</u></td> </tr> <tr> <td style="text-align: right;">Total Transfer</td> <td>\$32,360.10</td> </tr> </table>	4201/004/55010 - Regular Salaries	\$24,960.00	4201/004/55030 - Overtime	500.00	4201/004/55040 - FICA/Medicare	1,909.44	4201/004/55050 - Pension	3,571.78	4201/004/55060 - Insurance Benefits (Individual & Disability)	894.72	4201/004/55110 - Worker's Compensation	399.36	4201/004/55070 - Unemployment	<u>124.80</u>	Total Transfer	\$32,360.10
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<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>																

ATTACHMENTS	1) Payroll Coordinator Job Description 2) 1/23/12 Re-Organization Request from Sheriff Mike Sharp	
REVIEW	Department Director: <i>Mike Sharp</i>	Date: <i>1-31-12</i>
	Finance (Budget Approval): <i>If applicable Deborah A Ball</i>	Date: <i>2-3-12</i>
	Division Manager: <i>[Signature]</i>	Date: <i>2/6/12</i>
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____

Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
4201/004/55025	Road & Bridge Part Time Salary Fund	\$32,360.10

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Employee Number	Name	Salary	FICA	Pension	Comp.	Unemployment	Disability	Health Insurance	Uniform Allowance	Overtime Budget	Equipment (Car, gun, etc.)	Total for Person
17974	Hogan	24,960.00	1,909.44	14.31%	0.016	0.005	0.005	769.92	-	500.00	-	32,360.10
(\$12.00 per hour)												

1 Part Time Salary 10,400.00
 X's 3 3.00
31,200.00

32,360.10 Total
31,860.10 Total Without Overtime
 500.00 Variance

TO: Joanne R. Mossie, Director of Human Resources
 FROM: Rochelle Neal, Assistant Director of Human Resources
 DATE: January 28, 2012
 RE: Job Evaluation Study, Recommendation and Approvals

JOBS STUDIED
Title: Part Time Clerk
Job Code: 4201-00942-001
Pay Level: G99
Number of Positions: 11
Number Remaining: 8
FLSA Code/Category: NE/NA

RECOMMENDATION
Title: Payroll Coordinator
Job Code: 4201- -001
Pay Level: G05
Number of Positions: 1
Total Number of Positions: 1
FLSA Code/Category: NE/NA

EMPLOYEES AFFECTED			
NAME	SOCIAL SECURITY NO.	OLD RATE	NEW RATE
Lauren M. Hogan		\$10.00	\$12.00

EVALUATION APPROVAL SIGNATURES

_____ Director of Human Resources	_____ Date	_____ County Executive	_____ Date
_____ Chief Administrative Officer	_____ Date	_____ Chief Financial Officer	_____ Date
_____ Appointing Authority	_____ Date	_____ Chief Operating Officer	_____ Date

Approved by Budget Administrator: _____ Effective Date: **01/28/2012**

NOTE: Appointing Authority – Please forward to Human Resources. Human Resources – Please forward to Budget Administrator. Budget Administrator – Please forward to Division Managers. Division Managers – Please forward to County Executive. County Executive – Please forward to Human Resources. The Human Resources Department will notify the Division/Department. Please notify the Human Resources Department in the event of non-approval.

JACKSON COUNTY JOB DESCRIPTION

TITLE: Payroll Coordinator PAY LEVEL: G05 CODE: 4201- -001
WORKING TITLE: Payroll Coordinator FLSA: NE DATE: 01/28/2012
DIVISION: Administration DEPARTMENT: Sheriff
BARGAINING UNIT POSITION: No CIRCUMSTANCE: Reclassification
LOCATION: Kansas City Courthouse ANALYST: Michelle Chrisman

PERCENTAGE OF TIME ACCOUNTABILITIES

- | | |
|-----|--|
| 65% | 1. Prepare Department payroll, distribute checks, and maintain files. |
| 15% | 2. Prepare and maintain monthly online work schedule for the entire Office. |
| 15% | 3. Provide copies of payroll documents for Sheriff's Office Grant Writer, Traffic Unit Analyst, Executive Officer and others for billing purposes. |
| 5% | 4. Provide support in the absence of the Office Administrator, including providing secretarial support to the Sheriff and Colonels/Undersheriffs, preparing new employee hiring forms, maintaining personnel records and answering phones. |

SCOPE:

The employee in this position gathers, corrects, and reports payroll and prepares the monthly online work schedule for the entire Office. The employee provides payroll documentation needed for proof in billings for Federal and State grants and other agency billings. The employee provides secretarial support for the Sheriff and Colonels/Undersheriffs in the absence of the Office Administrator. This employee reports directly to the Sheriff and the Colonels/Undersheriffs.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Knowledge of department policies and procedures.
2. Knowledge of the County's personnel rules, policies, and procedures.
3. Knowledge of accounting techniques and methods.
4. Knowledge of the County's payroll policies and procedures.
- *5. Knowledge of alphabetical and numerical filing and applications.
- *6. Knowledge of the proper application of English grammar, spelling, and punctuation.
7. Knowledge of the County's budget policies and procedures.
- *8. Skill in the use of a personal computer and associated word processing, spreadsheet, and database software applications.
- *9. Skill in use of spell check, and formatting various reports and correspondence.
- *10. Skill in proper and professional telephone and visitor screening etiquette.
- *11. Skill in the operation of general office machines; facsimile, PC, financial system and payroll system etc.
12. Skill in the prioritization of multiple work assignments.

HUMAN RELATIONS:

1. Discusses and answers inquiries from department employees regarding payroll procedures.
2. Coordinates the appropriate County personnel to resolve department employee payroll problems.
3. Greets office visitors and receives office telephone calls.
4. Provides secretarial support to the Sheriff and Colonels/Undersheriffs regarding payroll matters.
5. Discusses and answers inquiries from County Finance and Benefits employees regarding Sheriff's Office payroll procedures.

ILLUSTRATIVE TASKS: (This is not an inclusive list; other related tasks/duties may be assigned)

1. Receives time sheets from department supervisors, calculates employee's time worked, overtime, sick leaves, and vacation.
 2. Distributes manual payroll checks to department employees and to all other County departments.
 3. Assists with upgrades of department employee direct deposit information.
 4. Coordinates with County Benefits employees concerning payroll information for Workmen's Compensation records and reports.
 6. Locates and copies the specific payroll documents for Sheriff's Office Grant Writer, Traffic Unit Analyst, Executive Officer and others for billing purposes.
 7. Instructs all new employees on the proper procedures for completing time sheets.
- In the absence of the Office Administrator:
7. Composes and/or edits and types letters for the Sheriff and Colonels/Undersheriffs.
 8. Receives and screens office visitors and telephone calls; greeting, assisting, or referring to appropriate staff; records messages for the Sheriff and Colonels as appropriate.
 9. Records the minutes of the weekly Staff Meetings.
 10. Forwards the appropriate documentation for the department and any employees involved in Merit System Commission hearings.
 11. Provides secretarial support to the Sheriff and Colonels regarding payroll and budgetary matters.
 12. Performs other office duties at the request of the Sheriff and Colonels.

ENVIRONMENTAL DEMANDS:

Work is performed in a modern office setting.

MINIMUM QUALIFICATIONS:

Must have an Associate's Degree or minimum of three years experience in administrative/payroll support. Knowledge of various County operations and departments preferred. Payroll system knowledge and applications also preferred. Must pass Clerical exam/Type 30 WPM. Must be proficient in the use of word processing and spreadsheet software. (Also refer to the asterisks [*] in the KNOWLEDGE AND SKILLS section of this job description.)

Reviews for accuracy:

Incumbent
Date _____

Immediate Supervisor
Date _____

Appointing Authority
Date _____

JACKSON COUNTY JOB DESCRIPTION -- ADA/PHYSICAL DEMANDS FORM

JOB TITLE: Payroll Coordinator **PAY GRADE:** G05

CODE: 4201- -001

DIVISION/DEPARTMENT: Sheriff's Office

DATE: 01/28/2012

PHYSICAL DEMANDS - Check demands that apply and describe what is required to perform the essential job functions. (This is not an inclusive list; other tasks/duties may be assigned)

- X **VISION** - Must be adequate to use personal computer and typewriter, filing completion of reports, forms, and correspondence.
- X **HEARING** - Must be adequate for normal conversation with employees or applicants, phone calls, and the general public.
- X **SPEECH** - Must be able to speak and understand English clearly to provide detailed information by telephone and in person.
- X **STANDING** - 15 % of the time – Required when performing filing tasks and when operating various office machines.
- X **WALKING** - 15 % of the time – Required when delivering or retrieving information, files, etc., from within the office or from other departments.
- X **SITTING** - 70 % of the time – Required when completing administrative, personal computer, and telephone work assignments.
- X **LIFTING/CARRYING** - 20 lbs. - Required when lifting files, office supplies, and reports.
- X **PUSHING/PULLING** - 50 lbs. – Required when moving file boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors.
- X **CLIMBING/BALANCING** – Required when negotiating stairs, or retrieving files or supplies from overhead or from the floor.
- X **STOOPING/KNEELING/CROUCHING/CRAWLING** – Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc., from the floor.
- X **REACHING/HANDLING** - Required on most tasks.

Reviews for accuracy:

Incumbent
Date _____

Immediate Supervisor
Date _____

Appointing Authority
Date _____

HUMAN RESOURCES _____



SHERIFF'S OFFICE

JACKSON COUNTY, MISSOURI
3310 N. E. Rennau Drive
Lee's Summit, MO 64064

(816) 524-4302

MEMORANDUM

TO: Michael D. Sanders, County Executive
Frederick R. Siems, Chief Administrative Officer
Shelley Kneuvean, Chief Deputy Administrative Officer
Q. Troy Thomas, Director of Finance and Purchasing

FROM: Michael C. Sharp, Sheriff

DATE: January 23, 2012

RE: **Reorganization**

I am requesting a reorganization of the Sheriff's Office as follows:

- Eliminate 3 Part Time positions (004-4201-00942-001, 004-4201-00942-005, and 004-4201-00942-008).
- Add 1 Payroll Coordinator (004-4201-____-001). I intend to promote Part Time Clerk, Lauren Hogan, to this position at a salary of \$12.00 per hour. She is currently performing most of these duties.

Pending your approval of the reorganization attached are a Sheriff's Office Payroll Coordinator job description for HR classification, a personnel requisition, and a waiver of posting and to hire above entry. Sufficient salary savings exist in my current budget for this reorganization. Thank you for your consideration.

APPROVED:

Michael D. Sanders, County Executive

Frederick R. Siems, Chief Administrative Officer

Shelley Kneuvean, Chief Deputy Administrative Officer

Q. Troy Thomas, Director of Finance and Purchasing

Fiscal Note: Jackson County, Missouri

Funds sufficient for this transfer are available from the sources indicated below.

Date: February 3, 2012 PC# _____ RES ~~ORD~~ 17811

Department / Division	Character/Description	From	To
Road and Bridge Fund - 004			
4201 - Sheriff	55025 - Part-Time Salaries	32,361	
	55010 - Regular Salaries		24,960
	55030 - Overtime		500
	55040 - FICA		1,910
	55050 - Pension		3,572
	55060 - Health Insurance		895
	55070 - Unemployment Insurance		125
	55110 - Workers Compensation		399
		32,361	32,361

Robert A Ball 2-3-12
Budgeting