

**BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY, ARKANSAS; AN ORDINANCE TO BE ENTITLED:**

An Ordinance establishing a new salary mid-point and classifying the position as exempt, for the PA Case Coordinator position in the Deputy Prosecuting Attorney's office, per the recommendation of the JESAP committee, which was established with Ordinance 2021-21.

**SECTION 1.** That the County's Job Evaluation and Salary Administration Program (JESAP) committee met and reviewed the job description of "Secretary/Coordinator 1" for the Deputy Prosecuting Attorney's office and determined that the job description and education requirements for the position were deficient. The recommendation of the JESAP Committee to the Public Service Committee and then to the Finance Committee for a change in job title to "PA Case Coordinator", a pay increase, the pay grade changed to 115 and would be considered exempt, effective January 1, 2022.

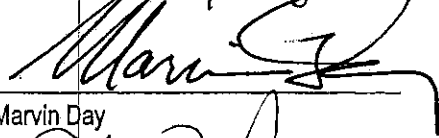
**SECTION 2.** That in the 2022 Annual Operating Budget, the salary of the PA Case Coordinator position will be set at the listed new mid-point amount, classified as a pay grade of 115, and considered exempt. This appropriation includes the 3% COLA increase that was passed with Ordinance 2021-39 for the 2022 Annual Operating Budget.

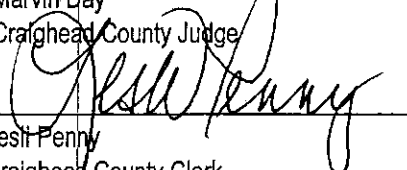
**FUND 1000** General Fund  
 Dept 0425 Deputy Prosecuting Attorney

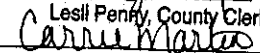
<u>Account</u>	<u>Description</u>	<u>Old</u>	<u>Change</u>	<u>New</u>
	<b><u>Personal Services</u></b>			
1001	PA CASE COORDINATOR	\$43,558.64	\$6,162.55	\$49,721.19
1006	SOCIAL SECURITY MATCH	\$3,332.24	\$471.44	\$3,803.67
1007	RETIREMENT MATCH	\$6,673.18	\$944.10	\$7,617.29
			\$7,578.09	

There is hereby approved a change in position title, pay grade, mid-point salary and classification of exempt status for PA Case Coordinator position in the Deputy Prosecuting Attorney's office. This appropriation shall be established in the chart of accounts by the County Treasurer and entered into the accounts payable appropriations journal by the County Clerk, as described, upon passage of this appropriations ordinance.

Dated this 10<sup>th</sup> day of January, 2022

Approved:   
 Marvin Day  
 Craighead County Judge

Attest:   
 Leslie Penny  
 Craighead County Clerk

A true copy of the original as filed for record  
 this 10<sup>th</sup> day of January, 2022  
 By   
 Leslie Penny, County Clerk

"This publication was paid for by the Craighead County Clerk, cost of publication \_\_\_\_\_."

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**FILED**  
 JAN 11 2022  
 LESLIE PENNY  
 COUNTY & PROBATE COURT CLERK