

OFFICE OF THE COUNTY RECORDER

Recorder Rita Vargas

600 W. 4th Street
Davenport, Iowa 52801-1030

Office: (563) 326-8621
Fax: (563) 328-3225
www.scottcountyia.gov



July 10, 2023

To: Scott County Board of Supervisors
Mahesh Sharma, County Administrator
Vanessa Wierman, Human Resource Director

From: Rita Vargas, Recorder

RE: Organizational Change

The Recorder's Office is requesting to make an adjustment to the department's organization table outside of the budget review process per policy 2.

Situations in which the requested change provides greater efficiency of operation and results in a net reduction in the number of FTE's in the department and/or a reduction in overall salary/benefit expenditures. Requests of this nature should include a specific description of the increased efficiency and how it will be accomplished.

Organizational Change and Budget Impact Overview

A change in client behavior due to the recent pandemic has created an opportunity for the Recorder's office to restructure. The office is seeking to eliminate one Part-Time Multi-Service Clerk position and re-classify one Full-Time Multi-Service Clerk position to a Senior Office Assistant to eliminate gaps in Passport coverage and improve efficiency within the department. This change would result in a net savings of approximately \$16,000 annually.

Reclassify one fulltime Multi-Service Clerk position to Senior Office Assistant

The Recorder's Office is requesting an organizational change to address the gaps in passport coverage. Per the US Department of State passport guidelines, the passport applications must be hand delivered to the post office daily to maintain the chain of custody of all passport application packages. With the office's current organizational structure, there is only one person, the Passport and Licensing Supervisor; that can take the passports to the post office daily. If the Passport and Licensing Supervisor is out of the office for an extended period of time, we will have to suspend passport services until they return. Not only would this result in a loss of revenue, it would be detrimental to Scott County citizens as we are currently the only passport acceptance facility in Scott County that is walk-in, no appointment necessary. We also provide a 'one stop shop' as we can provide Scott County birth certificates and we offer passport photo services.

The US Department of State has strict guidelines as to who can become a Passport Acceptance Agent. One of those guidelines is that an Acceptance Agent cannot access birth or identity document issuance or printing. Anyone in our office that processes a vital record request (birth, death and marriage certificates) cannot become a Passport Acceptance Agent. All of our full-time Multi-Service Clerks rotate through the vital records department, therefore they are not able to become Passport Acceptance Agents.

In addition to filling in the gaps in passport coverage, the department has identified areas where efficiency can be improved if we reclassified one of our Multi-Service Clerk positions to a Senior Office Assistant. This position would have clerk responsibilities in the Real Estate and DNR departments, serve as a full time Passport Acceptance Agent, absorb the scanning responsibilities of the PT position that would be eliminated, and process claims, p-card and provide additional back up for payroll submission.

Recently, our department has struggled meeting the one over one approvals needed for items such as claims, payroll and p-card due to vacations/sick leave. In fact, there have been 2 occasions in recent months that invoices could not be paid timely due to no approver. This position would fill in those gaps and provide consistency within the department.

Reclassifying this position would not only improve the efficiency of the office, it would also allow us to have an additional full time Passport Acceptance Agent and allow us to expand our passport processing hours to five days a week.

Request to reduce Recorder FTE from 10.5 FTE to 10 FTE

Over the last several years, the office has seen a trend of more constituents submitting documents for recording electronically. The pandemic has dramatically increased that number. The primary responsibility of our part time Multi-Service Clerk is to scan real estate documents that are presented in paper form. Since the majority of our recordings are now submitted electronically, we no longer have a need for a designated part time scanner. This position is also a part-time Passport Acceptance Agent.

	Total # of Documents Recorded	Total # of Electronic Submissions	% of Electronic Submissions
FY18	34,681	10,271	30%
FY19	32,537	10,517	32%
FY20	38,141	14,780	39%
FY21	45,358	22,667	50%
FY22	40,137	21,149	53%
FY23	24,942	13,796	55%

The table below outlines our current office organizational structure vs the proposed structure. You will notice that while we are reducing our overall FTE by .5, we will be increasing the number of available Passport Acceptance Agents by .5.

Current		
Position	FTE	Passport Acceptance Agent
Recorder	1	
Passport and Licensing Supervisor	1	1
Office Administrator	1	
Real Estate Specialist	1	
Vital Records Specialist	1	
Licensing Specialist	1	1
Multi-Service Clerk	4.5	0.5
	10.5	2.5

Proposed		
Position	FTE	Passport Acceptance Agent
Recorder	1	
Passport and Licensing Supervisor	1	1
Office Administrator	1	
Real Estate Specialist	1	
Vital Records Specialist	1	
Licensing Specialist	1	1
Senior Office Assistant	1	1
Multi-Service Clerk	3	
	10	3

Budget Impact

Reclassifying a Multi-Service Clerk position to a Senior Office Assistant position would result in 1 grade level salary increase. Based on the 23/24 pay scale, this change would result in an increase in salaries of approximately \$1,800-\$2,500 a year, depending on the step.

As of July 1, 2023, the Part Time Multi-Service position is filled at \$18.44 an hour/ 20 hours a week. Eliminating this position would reduce salaries by approximately \$19,177.60.

				Per year
Multi-Service Clerk	Grade 17	\$17.99 - \$24.81		\$37,419.20 - \$51,604.80
Senior Office Assistant	Grade 18	\$18.89 - \$26.04		\$39,291.20 - \$54,163.20
Impact - Increase in salaries				\$1,872.00 - \$ 2,558.40

Eliminating PT Multi-Service Clerk	
(position is currently filled @ \$18.44 / 20 hrs a week)	
Impact - Decrease in salaries	\$19,177.60

Net reduction in salaries	\$17,305.60 - \$16,619.20
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I will be available at the July 18, 2023 Committee of the Whole to address any questions.

Thank you for your consideration.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE RECORDER'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the table of organization for the Recorder's Office be decreased by 1.5 FTE Multi Service Clerk (total 3 FTE).
- Section 2. That the table of organization for the Recorder's Office be increased by 1 FTE Senior Office Assistant. (total 1 FTE).
- Section 3. This resolution shall take effect immediately.