

Approved

Commissioners Court

APR 27 2015

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Randy Gillespie **TODAY'S DATE:** April 21, 2015

DEPARTMENT: Personnel

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: April 27, 2015

SPECIFIC AGENDA WORDING: Consideration to approve compensation for Position #F08-004 Commissary Clerk.

PERSON(S) TO PRESENT ITEM: Randy Gillespie

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 5 minutes

ACTION ITEM: X

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____ **IT DEPARTMENT:** _____

AUDITOR: _____ **PURCHASING DEPARTMENT:** _____

PERSONNEL: _____ **PUBLIC WORKS:** _____

BUDGET COORDINATOR: _____ **OTHER:** _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

APR 27 2015

The Sheriff's office request creating an additional commissary position to be funded from commissary revenue,

SALARY	FICA	MEDICARE	RETIREMENT	WC	UNEMP	HEALTH INS	LIFE INS	EAP	VISION	TOTAL
\$28,245.00	\$1,751.19	\$409.55	\$2,914.88	\$96.03	\$87.56	\$8,796.24	\$21.12	\$15.48	\$59.40	\$42,396.46

The Commissary department took on several new challenges in 2014. In March we took on a new Commissary vendor which included new commissary software and a new ordering and delivery process. It took several months to get the new process streamlined and kinks worked out. This process required a lot of time and effort requiring prioritization of duties to include putting some duties on hold. The department had to completely revamp the commissary procedures manual to include the information on the new software. This was and is a very large undertaking requiring some lesser important duties get put on hold due to time restrictions. Our Commissary sales continue to increase and it is a struggle to get the bi-weekly orders delivered in a timely fashion without accruing overtime. It takes two people four days a week to make sure that all deliveries are completed and one person to take care of the accounting side of the department. It is extremely difficult to work around scheduled vacation, holiday, and unexpected call-ins. All three commissary clerks work tirelessly to keep commissary running smoothly, but it is taking its toll on them all. Furthermore, it makes it extremely difficult for a commissary clerk to call in sick, or take a vacation day, since it takes all three clerks to make sure commissary is delivered to the inmates as scheduled. Recently we had to get help from a Records clerk and a Bonding Clerk on a temporary basis to make all deliveries on time. These two clerks are help ½ several days a week until we can get another commissary position.

Because of the amount of work involved in managing an delivering commissary in a timely manner, an additional Commissary Clerk would give the department the ability to not only relieve the pressures of processing orders in a timely fashion but would also allow for other projects and cross training to get the much needed attention that has had to be put on hold. The Commissary Supervisor has had the primary responsibility for these programs since they started. Normal duties and responsibilities have had to be put on hold or delegated to other clerks in other departments in order for these programs to be completed correctly and promptly each week. The inmate Medical Program is a very time consuming duty that really needs to be audited on a weekly basis and that task has been temporarily put on hold, as well as cross-training within the Commissary department. Currently there is not enough time to cross train another commissary clerk to step in for the commissary supervisor should she go out sick, get put on medical leave,/FMLA, or take vacation, etc...