

Walton County Department Agenda Request

Department Name: Sheriff's Office, Court Services

Department Head or Representative: Sheriff Chapman and Tammy Kirk

Meeting Date Request: January 4, 2022

Has this topic been discussed at past meetings? No

If so, when? N/A

Topic: Request for additional staff

Wording for Agenda: Request for additional staff

This Request: Informational Purposes Only

Needs Action by Commissioners

What action are you seeking from the Commissioners?

Approval of 4 new staff members for the Court Services Division.
2 Temporary Deputy Sheriffs and 2 Full-Time Senior Deputy Sheriffs

Department Comments/Recommendation:

Security audit revealed the need of additional staff.

Is additional documentation attached? Yes

Is review of this request or accompanying documentation by the County Attorney required? No

If so, has a copy of the documentation been forwarded to the County Attorney? N/A

Date forwarded to the County Attorney: N/A

Has the County Attorney review been completed? N/A

If this request involves the expenditure of County funds, please answer the following:

Approved in current budget? No

Budget information attached? Loaded Labor Rate calculations attached.

Comments:

Please see memo from Tammy Kirk.

Purchasing Department Comments:

County Attorney Comments:

Chairman's Comments:



SHERIFF JOE CHAPMAN
WALTON COUNTY SHERIFF'S OFFICE
1425 South Madison Avenue, Monroe, Georgia 30655
Office (770) 267-6557
Fax (770) 267-1500



To: Melissia Rusk
 Human Resources Director

From: Tammy Kirk
 Business Manager

Re: Request for additional staff

Date: December 15, 2021

The Sheriff's Office is requesting additional staff.
We are requesting a total of four new staff members for the
Civil Services Division.:

Two new Deputy Sheriff Seniors to operate the newly
installed x-ray machine at the backdoor employee entrance.
The security audit we had at the Government Building
showed the back entrance as a weakness.

Two Temporary Deputy Sheriff to cover security at the old
courthouse.

If you have any questions please do not hesitate to contact
me.



Walton County Board of Commissioners Staffing Requisition Form

Please complete a separate requisition for each new/additional position request. Submit completed forms to the HR Director for processing.

Department: WCSO-Civil

Request Date: 12/15/21

- Request for an addition to current staff (if requested title is not within the current classification plan, a job questionnaire must be completed and submitted along with this form.)
- Request for a position reclassification (if requested title is not within the current classification plan, a job questionnaire must be completed and submitted along with this form.)
- Request to fill existing position
- Request to fill newly approved and classified position

Position Title Requested

(for additions or reclassifications only): Deputy Senior

Job Class

Code: 3315

of Positions

Requested: 2

Pay

Grade: 17

Hourly Rate/

Annual Salary: \$21.88 / \$47,783.90

If this request is to replace or reclassify a position, what is the current job title?

Formerly/Currently Occupied By?

Date vacated (if applicable):

This position will be: Full-time Part-time Temporary

If part-time, how many hours per week? _____

If temporary, how many annual hours (1500 annual max)? _____

Date position needed: ASAP

Please advertise: Internal Only Internal & External

Comments:

Run until filled

Tammy Kirk

12/15/21

Department Head Signature

Date

HR USE ONLY:

Date processed in HR: _____ Position Control Reviewed: _____ initials

Human Resources Approval: _____

Signature of HR Director or Assistant HR Director

Date

Loaded Labor Rate - 2184 Annual Working Hours

Sheriff's Office, Court Services
Senior Deputy Sheriff
Pay Grade: 17

Description	Cost	Pay Rate
Salary	\$47,783.90	\$21.88
FICA - SSA & Medicare (7.65% of Salary)	\$3,655.47	\$1.67
Work Comp (3.86% of Salary)	\$1,844.46	\$0.84
Unemployment Insurance (.17% of Salary)	\$81.23	\$0.04
Insurance	\$10,686.00	\$4.89
2004 DBP Retirement (5% of Salary)	\$2,389.20	\$1.09
401-A Retirement (2% of Salary)	\$955.68	\$0.44
401-A Retirement (2-3% Additional Match)	\$1,433.52	\$0.66
Total Per Employee	\$68,829.45	\$31.52
Requesting 2 Employees:	\$137,658.90	

The above calculations are estimates only and may not represent actual final totals.



Walton County Board of Commissioners Staffing Requisition Form

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Department: WCSO- Civil Request Date: 12/15/21

- Request for an addition to current staff *(if requested title is not within the current classification plan, a job questionnaire must be completed and submitted along with this form.)*
- Request for a position reclassification *(if requested title is not within the current classification plan, a job questionnaire must be completed and submitted along with this form.)*
- Request to fill existing position
- Request to fill newly approved and classified position

Position Title Requested Job Class
(for additions or reclassifications only): Temporary Deputy Sheriff Code: TEMS

# of Positions Requested: <u>2</u>	Pay Grade: _____	Hourly Rate/ Annual Salary: <u>\$20.82</u>
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If this request is to replace or reclassify a position, what is the current job title? _____

Formerly/Currently Occupied By? _____ Date vacated *(if applicable):* _____

This position will be: Full-time Part-time Temporary

If part-time, how many hours per week? _____

If temporary, how many annual hours *(1500 annual max)*? 1500

Date position needed: ASAP

Please advertise: Internal Only Internal & External

Comments:
Run until filled

Tammy Kirk 12/15/21
 Department Head Signature Date

HR USE ONLY:
 Date processed in HR: _____ Position Control Reviewed: _____
initials

Human Resources Approval: _____ Date _____
Signature of HR Director or Assistant HR Director

Loaded Labor Rate - 1500 Annual Working Hours

Sheriff's Office, Court Services
Temporary Deputy Sheriff

Description	Cost	Pay Rate
Salary	\$31,230.00	\$20.82
FICA - SSA & Medicare (7.65% of Salary)	\$2,389.10	\$1.59
Work Comp (3.86% of Salary)	\$1,205.48	\$0.80
Unemployment Insurance (.17% of Salary)	\$53.09	\$0.04
Insurance	\$0.00	\$0.00
2004 DBP Retirement (5% of Salary)	\$0.00	\$0.00
401-A Retirement (2% of Salary)	\$0.00	\$0.00
401-A Retirement (2-3% Additional Match)	\$0.00	\$0.00
Total Per Employee	\$34,877.66	\$23.25
Requesting 2 Employees:	\$69,755.33	

The above calculations are estimates only and may not represent actual final totals.