



IMPROVEMENT REQUEST

Secondary Roads Clerk II reclassified to Clerk III

Department/Division Title:

Woodbury County Secondary Roads

Request:

Approve the reclassification of the existing Clerk II position to a Clerk III within the Woodbury County Secondary Roads Department to provide advanced clerical, administrative, and financial support necessary to manage increased workload, complexity, and compliance requirements. Simultaneously, the vacated Clerk II position will not be refilled.

Justification:

The Secondary Roads Department has experienced sustained growth in administrative and financial responsibilities per State and Federal requirements, including payroll processing support, equipment and inventory tracking, budget preparation, reporting, equipment warranty tracking, and coordination with multiple county offices, vendors, and the public. These duties require a higher level of independent judgment, accuracy, and accountability than a Clerk II classification provides.

The Clerk III position is also essential to lead the department's transition to an electronic timecard and equipment lifecycle tracking system. Responsibilities will include vendor/program selection, implementation, and staff training. Until a suitable system is in place, this position will convert existing paper records into Excel for accurate recordkeeping and analysis. This ensures continuity, accuracy, and improved operational efficiency for a department responsible for significant infrastructure assets and expenditures.

Duty / Responsibility	Clerk II	Clerk III
Phone & public inquiries	Answers calls and directs as needed	Serves as primary point of contact; interprets policies, resolves issues independently, refers complex matters
Payroll support	Assists with processing payroll and reviewing accruals	Independently processes payroll, verifies data, resolves discrepancies, and coordinates with other offices
File & record maintenance	Maintains files and periodic reports	Maintains, audits, and organizes complex files and financial records; ensures accuracy and compliance
Equipment tracking	Prepares annual hours/speedometer readings	Collects, analyzes, and maintains detailed equipment records, including costs, maintenance, and lifecycle tracking
Budget & expenditure reporting	Collects data for reports and budgets	Prepares, analyzes, and compiles financial data for budget planning and reporting
Special projects	Performs assigned tasks	Leads projects, including implementation of electronic timecard and equipment tracking system; trains staff on new processes
Compliance & policies	Performs duties as assigned	Exercises independent judgment to ensure compliance with county policies, procurement regulations, and financial procedures
Attendance & accountability	Required	Required; accountable for accuracy, timely completion, and continuity of departmental operations

Financial Impact:

The estimated annual financial impact of reclassifying the Clerk II position to a Clerk III is approximately \$9,814 per year, including salary and benefits. Funding will be supported through existing Secondary Roads revenues and efficiencies associated with improved administrative oversight and financial accuracy.

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0020-20-7010-212-10007	Full Time Salary	\$45,583.00	New Position
0020-20-7010-212-11000	FICA	\$5,365.00	Benefit
0020-20-7010-212-11100	IPERS	\$7,031.00	Benefit
0020-20-7010-212-11300	Group Health Insurance	\$18,259.00	Benefit
0020-20-7010-212-11701	Life Insurance	\$36.00	Benefit
0020-20-7010-212-11702	Dental Insurance	\$332.00	Benefit
0020-20-7010-212-11703	LTD Insurance	\$258.00	Benefit
Total		\$76,864.00	

Submitted by: Laura Sievers, P.E., Woodbury County Engineer



IMPROVEMENT REQUEST

Secondary Roads Senior Engineering Technician

Department/Division Title:

Woodbury County Secondary Roads

Request:

Approve the creation of a Senior Engineering Technician position within the Woodbury County Secondary Roads Department to provide leadership, mentorship, and advanced project oversight. This position would be filled by promoting one of the existing Certified Engineering Technician II staff, while the other position remains at the current level.

Justification: The Secondary Roads Department currently has two Certified Engineering Technician II staff performing inspections, testing, and project documentation. With increasing project complexity, workload, and compliance requirements, there is a need for a designated leadership role to: provide technical guidance and mentorship to staff, ensuring consistent adherence to Federal, State, and local regulations. Oversee quality control and review of project inspections and documentation. Serve as the lead point of contact for contractor compliance and project coordination. Assist the County Engineer in managing multiple concurrent construction projects efficiently. Establishing this leadership position will enhance efficiency, accuracy, and oversight on critical infrastructure projects, reduce risk of non-compliance, and support succession planning within the department.

Category	Certified Engineering Technician II	Senior Engineering Technician
Project Oversight	Performs inspections and tests under direction of County Engineer or designee	Leads and coordinates inspections, ensures compliance across multiple projects, reviews work of other technicians
Decision-Making	Follows established plans and specifications	Makes independent judgments on complex field issues, recommends solutions to the County Engineer
Technical Knowledge	Knowledge of Iowa DOT I.M.'s, construction materials, survey methods	Advanced knowledge of project specifications, materials testing, and compliance requirements; stays current on evolving regulations and standards
Mentorship & Training	N/A	Provides training, guidance, and mentorship to other technicians
Documentation & Reporting	Prepares daily reports, field books, and Iowa DOT forms	Reviews and validates reports, ensures accuracy, and manages project documentation quality
Contractor Interaction	Observes and reports contractor compliance	Serves as lead contact for contractors, addresses non-compliance, and provides direction in the field
Leadership & Communication	Communicates effectively with team	Facilitates communication across the department between engineering and maintenance, provides leadership on projects, and supports County Engineer in strategic decisions
Problem Solving	Solves routine technical issues	Identifies and resolves complex issues, anticipates potential problems, and develops solutions proactively

Financial Impact:

The estimated annual financial impact of reclassifying one of the Certified Engineering Technician II positions to a Senior Engineering Technician is approximately \$13,956 per year, including salary and benefits. Funding will be supported through existing Secondary Roads revenues and efficiencies associated with improved administrative oversight and financial accuracy.

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0020-20-7010-212-10007	Full Time Salary	\$80,932.00	New Position
0020-20-7010-212-11000	FICA	\$8,695.00	Benefit
0020-20-7010-212-11100	IPERS	\$11,395.00	Benefit
0020-20-7010-212-11300	Group Health Insurance	\$29,590.00	Benefit
0020-20-7010-212-11701	Life Insurance	\$58.00	Benefit
0020-20-7010-212-11702	Dental Insurance	\$538.00	Benefit
0020-20-7010-212-11703	LTD Insurance	\$418.00	Benefit
	Total	\$131,628.00	

Submitted by: Laura Sievers, P.E., Woodbury County Engineer