

From: [Tina Bertrand](#)
To: [Michelle Skaff](#)
Subject: Improvement Requests
Date: Thursday, December 12, 2024 2:07:40 PM
Attachments: [2024-12-13 Improvement Request Blank Form - Clerk III - Submitted.docx](#)
[2024-12-13 Improvement Request Blank Form - Snr Clerk - Submitted.docx](#)

Michelle,

Thank you for taking the time to discuss assistance with calculating improvement requests for the Treasurer's Department. As discussed, I need some assistance in calculating the increase in gross wages and any other benefit that is a % of wages. The requests that I have are as follows:

2 positions to change from a Clerk II step 5 to a Clerk III

5 positions to change from a Clerk II to a Snr Clerk, however, since staff are at different steps please use the following for the calculations:

1. Clerk II step 5 to a Snr Clerk
2. Clerk II step 4 to a Snr Clerk
3. Clerk II step 3 to a Snr Clerk
4. 2 Clerk II step 2 to a Snr Clerk

The requests are attached; however, the budget detail (page 2) is my estimate which needs to be verified. I did not include any estimates for dental, hospitalization, life insurance or LTD insurance since these are changes in position for existing employees and not new positions. The Clerk II positions would be eliminated if the request is approved. Note all improvement requests will be funded from increase in MV fees effective 1/1/25.

Thank you again for your help on this. Your assistance is greatly appreciated!

If you have any questions, please contact me.

Thanks,

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IMPROVEMENT REQUEST

Department/Division Title: Treasurer

Request: As a result of more stringent DPPA requirements along with any county titling changes that take effect January 1, 2024, we are submitting a request to change two (2) Clerk II positions to two (2) Clerk III positions. This change will eliminate two (2) Clerk II positions

Justification: Currently the Treasurer's Office has only two (2) Clerk III positions. For several years, we have not had sufficient backup to support either the motor vehicle, DNR or tax departments when the current clerk(s) is absent for any reason. There are daily job duties and responsibilities assigned to these positions that must be done regardless of attendance. In addition, there are several other Clerk III tasks that cannot be assigned due limited available manhours based on current staffing levels. The impact of DPPA requirements and any county titling will require enhanced research, identity verifications and will increase the number of ERT transactions that we will receive. These impacts will exasperate an already challenging staffing need. To adequately support the Treasurer's department there is a need for two (2) additional Clerk III positions. A Clerk III is required to have a strong working knowledge regarding rules, regulations and processes for each service offered. This person is responsible for collection of proper fees and send notification to responsible parties for collection of correct fees when shortages occur and for the preparation of the report on additional amounts collected, performing a variety of tasks dealing with the accurate and effective collection of money coming into the County including insufficient or bad check payments, sending certified letters and notifying the State of delinquent accounts, is accountable for the accurate balancing of large volumes of incoming money on a daily basis, checks paperwork, collects and records the receipt of fees paid, responsible for the cash count each day and reporting all money on hand (cash, checks and credit/debit payments) at the end of the fiscal and calendar year, and is also in charge of making change to smaller denominations on a daily basis. This position is required to perform all the same tasks as a clerk II and a senior clerk in addition to being crossed trained between all departments, assist in updating operations manual and other department resource manuals, assist in maintaining up to date department forms, assist in County website maintenance for department web pages, assign special projects for the tax department in relation to mobile homes, county held tax sale certificates, suspended taxes, and elderly and disabled tax credits. These responsibilities exceed that of Clerk II or Senior Clerk position.

Financial Impact: Funding for this position would come from increase fees that are included in the legislative action for any county titling. Total financial impact would be \$8,398.68 above projected payroll costs for the current Clerk II position.

Budget detail on page 2.

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0001-03-8100-000-11702	DENTAL INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-11300	EMPLOYEE HOSPITALIZATION	(\$)	Benefit decrease
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	(\$ 1,472.51)	Benefit decrease
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	(\$ 6,307.44)	Benefit decrease
0001-03-8100-000-11100	IPERS - CNTY CONTRIBUTION	(\$ 10,031.38)	Benefit decrease
0001-03-8100-000-11701	LIFE INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-11703	LTD INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-10007	ORGANIZED EMPLOYEES	(\$ 106,264.62)	Current wage classification
0001-03-8100-000-11702	DENTAL INSURANCE	\$	Benefit Increase
0001-03-8100-000-11300	EMPLOYEE HOSPITALIZATION	\$	Benefit Increase
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	\$ 1,572.18	Benefit Increase
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	\$ 6,734.39	Benefit Increase
0001-03-8100-000-11100	IPERS - CNTY CONTRIBUTION	\$ 10,710.40	Benefit Increase
0001-03-8100-000-11701	LIFE INSURANCE	\$	Benefit Increase
0001-03-8100-000-11703	LTD INSURANCE	\$	Benefit Increase
0001-03-8100-000-10007	ORGANIZED EMPLOYEES	<u>\$ 113,457.66</u>	New wage classification
		\$ 8,398.68	Total financial impact

IMPROVEMENT REQUEST

Department/Division Title: Treasurer

Request: As a result of any county titling changes that take effect January 1, 2024, we are submitting a request to change five (5) Clerk II positions to five (5) Senior Clerk positions. This change will eliminate five (5) Clerk II positions

Justification: Currently the Treasurer's Office has only one (1) senior clerk position. This position is responsible for DNR, property tax and motor vehicle services. With the increase of the use of the ERT system by dealers combined with the cross-titling changes effective January 1, 2024, we do not have appropriate support for any of the services we provide. The use of the ERT system requires an enhanced knowledge of acceptable documents and fees. Additionally, the Anthon office typically functions as a one-person office that is responsible for property tax, motor vehicle and DNR. The clerk is required to have a strong working knowledge regarding rules, regulations and processes for each service offered. This position is required to open and close the office, order supplies, purchase postage as needed, answer the phone, daily balancing of receipts for three separate cash drawers, making daily bank deposits, custodial duties and all other duties associated with a fully functional office. These responsibilities exceed that of a Clerk II position. Combined with the increased volume associated with both any county titling and use of the ERT system there is a need for greater knowledge in the requirements associated with these tasks. This change impacts both the Sioux City and Anthon offices. To adequately support both the Sioux City and Anthon offices there is a need for five (5) senior clerk positions. There are daily job duties and responsibilities assigned to these positions that must be done regardless of attendance. A senior clerk is required to have a strong working knowledge regarding rules, regulations and processes for each service offered. The responsibilities for this position will be required to perform all the same tasks as a clerk II in addition to daily balancing of receipts for three separate cash drawers, provide peer mentoring for training purposes and other additional staff support, preparation of periodic DNR reports along with the ability to open and close the Anthon office, order supplies, purchase postage as needed, answer the phone, making daily bank deposits and all other duties associated with a fully functional office.

Financial Impact: Funding for this position would come from increase fees that are included in the legislative action for any county titling. Total financial impact would be **\$22,149.15** above projected payroll costs for the current Clerk II position.

Budget detail on page 2.

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0001-03-8100-000-11702	DENTAL INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-11300	EMPLOYEE HOSPITALIZATION	(\$)	Benefit decrease
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	(\$ 3,270.19)	Benefit decrease
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	(\$ 14,007.76)	Benefit decrease
0001-03-8100-000-11100	IPERS - CNTY CONTRIBUTION	(\$ 22,277.99)	Benefit decrease
0001-03-8100-000-11701	LIFE INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-11703	LTD INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-10007	ORGANIZED EMPLOYEES	(\$ 235,995.66)	Current wage classification
0001-03-8100-000-11702	DENTAL INSURANCE	\$	Benefit Increase
0001-03-8100-000-11300	EMPLOYEE HOSPITALIZATION	\$	Benefit Increase
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	\$ 3,533.05	Benefit Increase
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	\$ 15,133.72	Benefit Increase
0001-03-8100-000-11100	IPERS - CNTY CONTRIBUTION	\$ 24,068.72	Benefit Increase
0001-03-8100-000-11701	LIFE INSURANCE	\$	Benefit Increase
0001-03-8100-000-11703	LTD INSURANCE	\$	Benefit Increase
0001-03-8100-000-10007	ORGANIZED EMPLOYEES	<u>\$ 254,965.26</u>	New wage classification
		\$ 22,149.15	Total financial impact