

AGENDA
PERSONNEL COMMITTEE
SEPTEMBER 11, 2012

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the August 8th Committee meeting.
- III. **Action Agenda**
 - 1) **Items to be Discussed by the County Administrator:**

Mr. Dusek to make a presentation concerning Employee Health and Wellness, including the impact on employees, the workplace and health insurance costs. A proposal to establish a County Employee Wellness Program and Committee will be made by Mr. Dusek, along with representatives from Capital Financial, Blue Shield, the Public Health Department and the Self-Insurance Administration.
 - 2) **Referrals from the Economic Growth & Development Committee:**
 - A) Amending the Departmental Table of Organization and Salary Schedule to increase the hours for the Grade 7 Office Specialist position from 24 hours per week to 40 hours per week with an annual salary of \$35,820 and decreasing the hours for the Construction Cost Coordinator position from 40 hours per week to 24 hours per week at an hourly rate of \$22.6216.
 - 3) **Referrals from the Public Works Committee:**

DPW:

Request to fill the vacant position of HEO (Heavy Equipment Operator) #3, Grade 8, Annual Base Salary of \$30,230, due to retirement, as well as any vacancies created due to promotion. This position is not mandated and receives no reimbursement.
 - 4) **Referrals from the Social Services Committee:**

Social Services:

 - A) Request to create and fill the position of Keyboard Specialist #5, Grade 3, Annual Base Salary of \$24,215, and delete the Grade 4 Account Clerk #2 position, Annual Salary of \$26,239, thereby amending the Departmental Table of Organization accordingly. The Keyboard Specialist #5 position is a mandated, Union position which receives 62% Federal reimbursement and 10% State reimbursements for administrative fees.
 - B) Request to fill the vacant position of Social Welfare Examiner #31, Grade 8, Annual Base Salary of \$30,230, due to resignation. This is a mandated, Union position which receives 100% Federal and State reimbursement.
 - 5) **Referrals from the Support Services Committee:**

Information Technology:

Request for Jeremy Scrimme, Senior Programmer/Analyst, to enroll in three (3) job-related courses, as follows:

 - A) Advanced Programming - Online course through the Florida Institute of Technology
Term: January 9, 2012 - April 30, 2012 Cost: \$1,650
 - B) Computer Organization - Online course through the Florida Institute of Technology
Term: January 9, 2012 - April 30, 2012 Cost: \$1,650
 - C) Web Programming - Online course through the Florida Institute of Technology
Term: May 14, 2012 - July 31, 2012 Cost: \$1,650

These courses have been completed and a grade of "C" or better achieved. If the aforementioned request is approved, employee will receive reimbursement for 50% of the course costs at a total of \$2,475.

IV. Pending Items:

- 1) Filling of the vacant Director of Nursing position at the Westmount Health Facility was authorized with a salary range of \$65,000 - \$80,000 with the final salary to be determined dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator. A firm salary figure will need to be identified and the Departmental Table of Organization amended accordingly. (08.08.12)
- 2) Filling of the vacant Assistant Engineer #2 position within the Department of Public Works was authorized with a salary range of \$43,000 - \$48,000 with the final salary to be determined dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator. A firm salary figure will need to be identified and the Departmental Table of Organization amended accordingly. (08.08.12)

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: PLANNING & COMMUNITY DEVELOPMENT

DATE: AUGUST 29, 2012

- (a) Purpose of Request: To Amend the Table of Organization and Salary Schedule to increase the hours for the Office Specialist from 24 hours per week to 40 hours per week, annual salary of 35,820, grade 7 and to decrease the hours for the Construction Cost Coordinator from 40 hours per week to 24 hours per week at an hourly rate of \$22.6216.

- (b) Details:

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.8021 110 General.Planning and Comm. Dev. Salaries - Regular
- (e) A. 8021 130 General.Planning and Comm. Dev. Salaries-Part-Time
- (f)

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

8

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Public Works Payroll Dept. No. 19.63 ****see below**
 Title of Position HEO #3 Annual Salary \$30,230 Grade8
 Budget code and title D.5110 Maintenance Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No. 564
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State % Other %
 Impact to Budget: Included in the 2012 budget

Personnel Officer has approved this form when initialed. _____

**and to backfill any vacancies created by promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Works Date 8/31/2012

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Date 8/31/2012

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date Sept. 11, 2012

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 08/23/12

- (a) Title of Requested Position: Key Board Specialist
- (b) Annual Base Salary (and Grade if Applicable): \$24,215
- (c) Effective Date for New Position:* September 21, 2012
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Account Clerk
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A6010 110 Key Board Specialist \$24,215
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) yes
- (g) Is this a mandated position? If so, please explain: Yes, as the position is needed to fulfill the requirements of the mandates and guidelines for the Child Support Collection Unit.
- (h) Is there expected revenue from this position? If so, please explain: Yes, 75% federal

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services Payroll Dept. No. Admin - 07
Title of Position Key Board Specialist #5 Annual Salary \$24, 215 Grade 3
Budget code and title A6010 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 62% State % Other also some state funding 10% admin fee per consumer %
Impact to Budget: -1129
Personnel Officer has approved this form when initialed. 

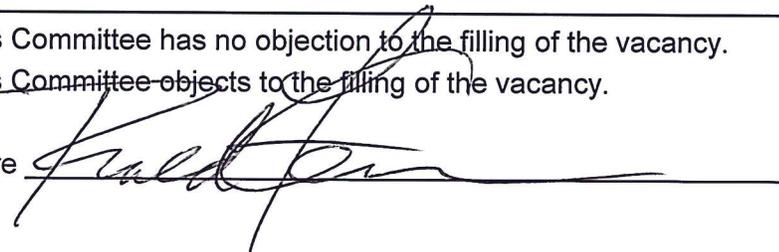
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date Aug. 23, 2012
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date Aug. 23, 2012
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date Sept. 11, 2012
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature 

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

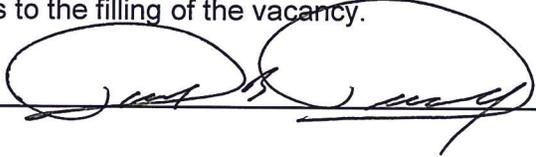
DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services Payroll Dept. No. SS Admin-02
Title of Position Social Welfare Examiner #31 Annual Salary \$30,230 Grade 8
Budget code and title A6010 110 Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10540
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 50% Other %
Impact to Budget: -4,627

Personnel Officer has approved this form when initialed. 

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date Aug. 23, 2012
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

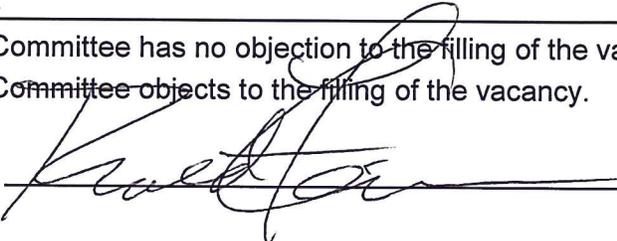
SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date Aug. 23, 2012
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date Sept. 11, 2012
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

- 1. Employee's Name: Jeremy Scime

- 2. Position: Senior Programmer/Analyst 3. Department: Information Technology

- 4. Course Title: *Advanced Programming*

- 5. Institution or School: Florida Institute of Technology

- 6. How Course Relates to Current Position:

- 7. Starting Date: *1/9/2012* 8. Completion Date: *4/30/2012*

- 9. Cost: *\$1650.00*

- 10. Employee's Signature: *Jeremy Scime* Date: *8/24/2012*

- 11. Supervisor's Comments (Approval/Denial)

Supervisor's Signature: *Robert Smith* Date: *8/28/12*

- 12. Department Head's Comments (Approval/Denial)

Department Head's Signature: Date:

- 13. Committee's Recommendation:

Committee Chairman's Signature: *David Page* Date: *8/28/12*

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

- 1. Employee's Name: Jeremy Scime
- 2. Position: Senior Programmer/Analyst 3. Department: Information Technology

4. Course Title: *Computer Organization*

5. Institution or School: Florida Institute of Technology

6. How Course Relates to Current Position:

7. Starting Date: *1/9/2012* 8. Completion Date: *4/30/2012*

9. Cost: *\$1650.00*

10: Employee's Signature: *Jeremy Scime* Date: *8/24/2012*

11. Supervisor's Comments (Approval/Denial)

Supervisor's Signature: *[Signature]* Date: *8/28/12*

12. Department Head's Comments (Approval/Denial)

Department Head's Signature: Date:

13. Committee's Recommendation:

Committee Chairman's Signature: *[Signature]* Date: *8/28/12*

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

