

Warren County Board of Supervisors

WARREN COUNTY MUNICIPAL CENTER
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Daniel G. Stec, Chairman

Joan Sady, Clerk of the Board

Support Services Committee Agenda

February 6, 2012

1. Committee meeting called to order by Chairman
2. Motion to approve minutes of prior committee meeting

Action Agenda

1. **County Administrator**
Review of bids for County printing services.
2. **Clerk of the Board**
Request for approval to amend the table of organization to reflect position changes in the department subsequent to retirement.

Old Business/Pending Items

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: CLERK - LEGISLATIVE BOARD

DATE: FEBRUARY 6, 2012

- (a) Purpose of Request: TO AMEND THE DEPARTMENT'S TABLE OF ORGANIZATION AND SALARY SCHEDULE TO REFLECT REORGANIZATION OF THE DEPARTMENT AS A RESULT OF A RETIREMENT, EFFECTIVE MARCH 1, 2012.

- (b) Details: Request to fill vacant Second Deputy Clerk position and leave Senior Legislative Office Specialist #2 position in the Table of Organization, but unfunded.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.1040 110 Clerk-Legislative Board Salaries - Regular

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

* as listed in budget and LOGOS

Base Salaries Decreased From:

Deputy Clerk \$47,463.00
Emp. No. 10882

Sr. Leg. Office Specialist #2
Emp. No. 11101 \$35,205.00

Base Salaries Decreased To:

Deputy Clerk \$43,000.00
Emp. No. 11101

Sr. Leg. Office Specialist #2
Emp. No. 11101 -0-

Base Salary Increased From:

Second Deputy Clerk \$16,560.00*
Emp. No. 6474

*Annual Salary - \$41,960. (pro-rated due to retirement on 2/29/12)

Base Salary Increased To:

Second Deputy Clerk \$40,500.00
Emp. No. 10882

Effective March 1, 2012