

AGENDA  
PERSONNEL COMMITTEE  
MAY 8, 2013

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- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. **Action Agenda**
  - 1) **Requests from the County Administrator:**
    - A) Request to authorize the County Attorney to carry over up to five (5) 2012 unused vacation days beyond June 1, 2013;
    - B) Request to amend Resolution No. 247 of 2013 to correct the Base Salary of Building Maintenance Mechanic/Automotive Mechanic #1 within the Sheriff's Office, which should be listed as \$45,889, pending Union approval, rather than \$47,637 and amend the Departmental Table of Organization accordingly; and
    - C) Request for executive session to discuss Union negotiations.
  - 2) **Request from the County Attorney:**

Request for executive session to discuss the employment history of a particular person.
  - 3) **Referrals from the County Clerk-Motor Vehicles Committee:**

Request to fill the vacant position of Motor Vehicle License Registration Clerk #2, Grade 6, Annual Base Salary of \$27,496, due to resignation. This is a Union position which receives no reimbursement and will have no impact on the 2013 Budget as the salary is already included therein.
  - 4) **Referrals from the Health Services Committee:**

**Public Health -**

    - A) Request to establish the Base Salary of the Supervising Public Health Nurse #3 position at \$62,500 and amend the Departmental Table of Organization. Authorization to fill the position with a salary range of \$60,000 to \$64,050, with the final salary to be determined based on qualifications and experience, was provided by Resolution No. 157 of 2013. The Director of Public Health/Patient Services has advised that once the person hired for the Supervising Public Health Nurse #3 position has completed one year of satisfactory services based on performance appraisal, she will return with a request to consider increasing the salary to an amount similar to that which other Supervising Nurse positions receive.

**Westmount Health Facility -**

    - B) Request to fill the vacant position of Building Maintenance Mechanic #1, Grade 13, Annual Base Salary of \$34,564, due to resignation. This is a non-mandated, Union position which receives 53% State reimbursement.
    - C) Request to fill the vacant position of MDS Coordinator due to resignation, with a salary to be determined based on a salary study. The salary study is to be presented at the May 8<sup>th</sup> Personnel Committee meeting.

**Public Health and Westmount Health Facility -**

    - D) Request to authorize a policy, which shall apply within the Public Health Department and at the Westmount Health Facility, allowing the Director/Administrator to offer up to the fifth year salary rate when hiring for part-time, per diem positions requiring RPN, LPN and CNA designations.
  - 5) **Referrals from the Human Services Committee:**

**Office for the Aging -**

    - A) Request to fill the vacant position of Coordinator, Services for the Aging, Grade 19, Annual Base Salary of \$41,060, due to retirement. This is a non-mandated, Union position which receives 75% Federal reimbursement. The filling of this position will result in a \$1,000 budget savings due to longevity.

***Referrals from the Human Services Committee (cont.)***

- B) Request to fill the vacant position of Specialist, Services for the Aging, Grade 10, Annual Base Salary of \$32,516, due to promotion. This is a non-mandated, Union position which receives 75% Federal reimbursement. The filling of this position will result in a budget savings of \$2,781 due to longevity.
- C) Request to fill the vacant position of Aging Services Assistant, Grade 4, Annual Base Salary of \$25,344, due to promotion. This is a mandated, Union position which receives 75% Federal reimbursement. The filling of this position will result in a budget savings of \$3,436 due to longevity.
- D) Request to fill the vacant position of Typist, Grade 3, Annual Base Salary of \$24,215, due to promotion. This is a non-mandated, Union position which receives 75% Federal reimbursement. The filling of this position will result in a budget savings of \$924 due to longevity.

6) **Referral from the Public Works Committee:**

Request to create the new position of Temporary Help at Up Yonda Farm, thereby amending the Departmental Table of Organization. Funding for the Temporary Help position will be transferred from Budget Code A.7111 110, Up Yonda Farm, Salaries-Regular, as needed.

7) **Referrals from the Real Property Tax Services Committee:**

- A) Request to create and fill the new position of Senior Real Property Clerk, Grade 8, Annual Base Salary of \$30,230, and delete the position of Real Property Information Specialist, Grade 11, Annual Base Salary of \$33,026, thereby amending the Departmental Table of Organization. The combined decrease in salary and longevity associated with this request will result in a savings of \$8,353 to the County Budget.
- B) Request to fill the vacant position of Real Property Clerk, Grade 4, Annual Base Salary of \$25,344, due to promotion. This is a non-mandated, Union position which receives no reimbursement.

IV. **Pending Items:**

None.

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***RESOLUTION REQUEST FORM NO. 20***

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**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: Office of the County Administrator**

**DATE: May 8, 2013**

- (a) Purpose of Request: To authorize the County Attorney to carry over up to five (5) 2012 unused vacation days beyond June 1, 2013.
  
- (b) Details: Due to the temporary increase in responsibilities and at the request of the Chairman of the Board, the County Attorney will not be able to take five (5) 2012 unused vacation days before June 1, 2013, pursuant to Resolution No. 336 of 2010.
  
- (c) Previous Resolution Number: 336 of 2010
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

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

\* as listed in budget and LOGOS

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***RESOLUTION REQUEST FORM NO. 20***

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***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: Office of the County Administrator**

**DATE: 5/8/2013**

- (a) Purpose of Request: To amend Resolution No. 247 of 2013 to reflect Base Salary of Building Maintenance Mechanic/Automotive Mechanic #1.
  
- (b) Details: The Base Salary for the Building Maintenance Mechanic/Automotive Mechanic #1 should be \$45,889. In addition, make note that this will be pending union approval.
  
- (c) Previous Resolution Number: 247 of 2013
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.3110 110 Sheriff Law Enforcement Salaries \$45,889.

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 247 OF 2013

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Montesi, Strainer, Dickinson, Girard and Mason

### AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2013

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2013 are hereby amended as follows:

#### CLERK OF LEGISLATIVE

Increasing Salary From:

A.1040.110 Dept. No. 3.00

TITLE:

Legislative Office Specialist #1

EFFECTIVE DATE

April 22, 2013

ANNUAL

SALARY

\$34,000

Increasing Salary To:

A.1040.110 Dept. No. 3.00

TITLE:

Legislative Office Specialist #1

EFFECTIVE DATE

April 22, 2013

ANNUAL

SALARY

\$36,000

#### SHERIFF'S OFFICE

Deleting Position:

A.3020.110 Dept. No. 30.09

TITLE:

Communications Officer #2

EFFECTIVE DATE

April 22, 2013

ANNUAL

SALARY

\$35,064.75

Reclassifying Position From:

A.3020.110 Dept. No. 30.09

TITLE:

Communications Officer #7

EFFECTIVE DATE

April 22, 2013

ANNUAL

SALARY

\$35,064.75

Reclassifying Position To:

A.3020.110 Dept. No. 30.09

TITLE:

Senior Communications  
Officer #3

EFFECTIVE DATE

April 22, 2013

ANNUAL

SALARY

\$37,395

**SHERIFF'S OFFICE (con't)**

<u>Deleting Position:</u> A.3110 Dept. No. 30.00 <u>TITLE:</u> Auto Mechanic Helper	<u>EFFECTIVE DATE</u>  April 22, 2013	<u>BASE SALARY</u>  \$13,000
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<u>Deleting Position:</u> A.3110 Dept. No. 30.00 <u>TITLE:</u> Building Maintenance Mechanic #1	<u>EFFECTIVE DATE</u>  April 22, 2013	<u>BASE SALARY</u>  \$40,775
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<u>Creating Position:</u> A.3110 Dept. No. 30.00 <u>TITLE:</u> Building Maintenance Mechanic/Automotive Mechanic #1	<u>EFFECTIVE DATE</u>  April 22, 2013	<u>BASE SALARY</u>  \$47,637
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**PUBLIC WORKS**

<u>Creating New Position:</u> DM.5130 Dept. No. 19.70 <u>TITLE:</u> Automotive Parts Shop Specialist	<u>EFFECTIVE DATE</u>  April 22, 2013	<u>BASE SALARY</u>  \$31,789 Grade 9
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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 County Cler Payroll Dept. No. 15
Title of Position Motor Veh Lic Reg Clerk (#2) Annual Salary 27,496 Grade6
Budget code and title A.1410 110 Union X Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11068
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other
Impact to Budget: 0 (already in budget, salary may be less than resigning employee earned )
Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee County Clerk Date April 26, 2013
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date April 26, 2013
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date
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

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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: Health Services

DATE: 05/08/2013

- (a) Purpose of Request: To establish the salary for supervising public health nurse #3 Jennifer Rainville at \$62,500.
- (b) Details: Salary range was set at \$60,000 - \$64,000. If nurse completes a year of satisfactory service based on performance appraisal, the plan will be to return to the personnel committee via referral from the Health Services committee for consideration of moving the salary to that of the other supervising nurses.
- (c) Previous Resolution Number: Not Applicable

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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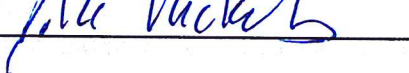
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Westmount Health Facility Payroll Dept. No. 41.10  
Title of Position Building Maintenance Mechanic #1 Annual Salary 34,564.00 Grade 13  
Budget code and title EF.82200.700 100 Plant Operations & Maint, Maint Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 12027  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State 53%  Other %  
Impact to Budget:

Personnel Officer has approved this form when initialed. 

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 4/26/2013  
 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 Health Services - Westmount Date 4/26/2013  
 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 \_\_\_\_\_  
 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

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Westmount Health Facility Payroll Dept. No. 41.00  
Title of Position MDS Coordinator Annual Salary Grade  
Budget code and title EF.60100.100 110 Nursing Adm, Man & Super Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 8415  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State 53%  Other %  
Impact to Budget: Subject to salary range  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 4/26/2013

- 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 Health Services - Westmount Date 4/26/2013

- 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 \_\_\_\_\_

- 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 \_\_\_\_\_

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## 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:** Westmount Health Facility

**DATE:** April 26, 2013

- (a) Purpose of Request: To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a RPN license. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a LPN. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a CNA.
  
- (b) Details: To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a Registered Professional Nursing License. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a Licensed Professional Nurse. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a Certified Nursing Assistant.
  
- (c) Previous Resolution Number: 761 of 2012
  
- (d) Where are the Fund (if required)? List budget code, Object Code, Full Title\* and Amount:
  - EF.60200.100 130 Nursing - Nurses' Station, Mgm & Super, Salaries-PT \$25,000.
  - EF.60200.300 130 Nursing - Nurses' Station, RN, Salaries - PT \$76,833.00
  - EF.60200.400 130 Nursing - Nurses' Station, LPN, Salaries - PT \$83,000.00
  - EF.60200.500 130 Nursing - Nurses' Station, Aides, Salaries - PT \$166,015.00


# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

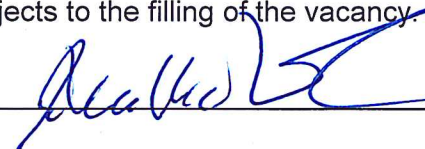
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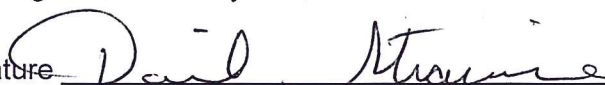
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department OFA Payroll Dept. No. 57.00  
Title of Position Coordinator of Services for the Aging Annual Salary \$41,000 Grade19  
Budget code and title Various Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 7230  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 75%  State %  Other %  
Impact to Budget: Savings \$1000 due to longevity  
Personnel Officer has approved this form when initialed. 

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Office for the Aging Date 4/26/13  
 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 Human Services-OfA Date 4/26/13  
 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 \_\_\_\_\_  
 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 \_\_\_\_\_

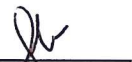
# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

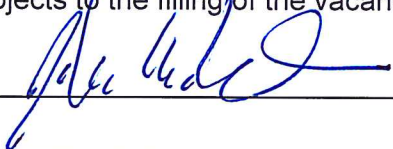
## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department OFA Payroll Dept. No. 57.00  
Title of Position Specialist, Services for the Aging Annual Salary \$32,516 Grade 10  
Budget code and title Various Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 9128  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 75%  State %  Other %  
Impact to Budget: Savings of \$2,781 due to longevity  
Personnel Officer has approved this form when initialed. 

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 4/26/13  
 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 Human Services - OFA Date 4/26/13  
 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 \_\_\_\_\_  
 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 OFA Payroll Dept. No. 57.00  
Title of Position Aging Services Assistant Annual Salary \$25,344 Grade 4  
Budget code and title Various Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10851  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 75%  State %  Other %  
Impact to Budget: Savings \$3,436 due to longevity  
Personnel Officer has approved this form when initialed. 

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 4/26/13  
 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 Human Services - OFA Date 4/26/13  
 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 \_\_\_\_\_  
 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 OFA Payroll Dept. No. 57  
Title of Position Typist Annual Salary \$24,215 Grade3  
Budget code and title A6772 110 OFA Salary Reg Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 11887  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 75%  State %  Other %  
Impact to Budget: Savings \$924 due to longevity  
Personnel Officer has approved this form when initialed. lw

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 4/26/13  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.  
Administrator Signature [Signature]

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 4/26/13  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
Ranking Committee Member Signature [Signature]

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_  
 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 \_\_\_\_\_

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***RESOLUTION REQUEST FORM NO. 11***

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***Request to Create New Position***

**DEPARTMENT NAME: DPW**

**DATE: 5/6/13**

- (a) Title of Requested Position: Temporary Help
- (b) Annual **Base** Salary (and Grade if Applicable): NA
- (c) Effective Date for New Position:\* Periodic as necessary  
\*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): No
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.7111 130 Part Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: no
- (h) Is there expected revenue from this position? If so, please explain: yes, position supports UpYonda programs that generate revenue

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***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

**DEPARTMENT NAME:** Real Property Tax Services

**DATE:** April 29, 2013

- (a) Title of Requested Position: Senior Real Property Clerk
- (b) Annual **Base** Salary (and Grade if Applicable): \$30,230. Grade 8
- (c) Effective Date for New Position:\* May 20, 2013  
\*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): Real Property Information Specialist, Grade 11, Salary \$38,582.96
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A 1355 110 Salaries - Regular \$30,230.
- (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: No
- (h) Is there expected revenue from this position? If so, please explain: No


# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

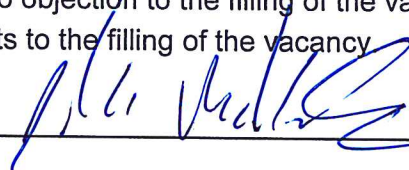
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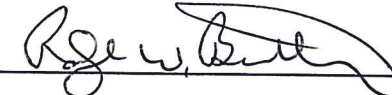
### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Real Property Tax Services Payroll Dept. No. 1355  
Title of Position Senior Real Property Clerk Annual Salary \$30,230. Grade 8  
Budget code and title A 1355 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other New Position  
Employee No.  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: \$8,352.96 less  
Personnel Officer has approved this form when initialed. 

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Real Property Date April 29, 2013  
 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 Real Property Date 4-29-13  
 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 \_\_\_\_\_  
 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 Real Property Tax Services

Payroll Dept. No. 1355

Title of Position Real Property Clerk

Annual Salary \$25,344

Grade 4

Budget code and title A 1355 110

Union

Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 12082

Is this position mandated?  Yes  No

Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other %

Impact to Budget:

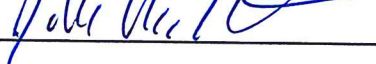
Personnel Officer has approved this form when initialed. 

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Real Property Date April 29, 2013

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

The Administrator objects to the filling of the vacancy.

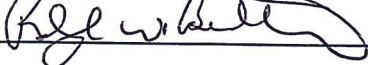
Administrator Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Real Property Date 4-29-13

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 \_\_\_\_\_

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 \_\_\_\_\_