

Support Services Committee Agenda

September 11, 2013

1. **Committee meeting called to order by Chairman Taylor**
2. **Motion to approve minutes of August 27, 2013 committee meeting**

3. **Action Agenda**

Clerk of the Board

A.) Request to create and fill the position of Secretary to the Clerk of the Board of Supervisors, annual salary \$36,000 due to creation and delete the position of Second Deputy Clerk of the Board, annual salary of \$41,300.

B.) Request to fill the vacant position of Legislative Office Specialist #3 due to promotion and to reduce the annual salary from \$36,000. to \$34,000.

4. **Motion to adjourn**

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Clerk of the Board of Supervisors

DATE: September 11, 2013

- (a) Title of Requested Position: Secretary to the Clerk of the Board of Supervisors
- (b) Annual **Base** Salary (and Grade if Applicable): \$36,000.
- (c) Effective Date for New Position:* 9/23/2013
*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): Second Deputy Clerk of the Board, \$41,300.00
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.1040 110 Clerk-Legislative Board - Salaries- Regular
- (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"

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 Clerk-Legislative Board Payroll Dept. No. 3.00
Title of Position Secretary to Clerk of the Board Annual Salary \$36,000. Grade N/A
Budget code and title A.1040 110 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 % State % Other %
Impact to Budget: There will be a savings to the 2013 Budget.
Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Support Services Date Sept. 11, 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 Support Services Date Sept. 11, 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

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 Clerk-Legislative Board Payroll Dept. No. 3.00
Title of Position Legislative Office Specialist #3 Annual Salary \$36,000. Grade N/A
Budget code and title A.1040 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No. 11462
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: There will be a savings to the 2013 Budget.
Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Support Services Date Sept. 11, 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 Support Services Date Sept. 11, 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. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Clerk - Legislative Board

DATE: September 11, 2013

- (a) Employee Name, Title and Employee No.: Sarah McLenithan, Legislative Office Specialist #3, Employee No. 11462
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$34,000.
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$36,000.
- (d) Effective Date for Salary Change:* September 23, 2013
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1040 110 Clerk-Legislative Board Salaries - Regular
- (f) Justification of Request: This salary was set based on the fact that this employee had worked in the department previously and had nearly two years of experience and training in the Board of Supervisors Office. However, a new employee will be hired from the outside and I am recommending a lower starting salary.