

**AGENDA**  
**PERSONNEL COMMITTEE**  
**APRIL 9, 2014**

- 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 Human Resources/Civil Service/Personnel Office:**

**Human Resources -**

Request for an executive session to provide a status update regarding the recruitment of a Personnel Officer.

2) **Referrals from the Human Services Committee:**

**Office for the Aging -**

- A) Request to fill the vacant position of Aging Services Assistant (*Grade 4, Annual Base Salary of \$25,851*) due to promotion, as well as any vacancies resulting from promotion. This is a Union position which is not mandated, but receives 75% Federal reimbursement. The filling of this position will result in a budgetary savings of \$437 due to a decrease in longevity pay.
- B) Request to fill the vacant position of Meal Site Manager #1 (*Grade 2, Annual Base Salary of \$24,180, pro-rated to \$18,135 based on the part-time status of 30 hours per week*) due to resignation, as well as any vacancies resulting from promotion. This is a Union position which is mandated and receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$6,149 due to a decrease in longevity pay.
- C) Request to fill the vacant position of Meal Site Cook #8 (*Grade 2, Annual Base Salary of \$24,180, prot-rated to \$15,112.50 based on the part-time status of 25 hours per week*) due to resignation, as well as any vacancies resulting from promotion. This is a Union position which is not mandated, but receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$232.50 due to a decrease in longevity pay.

3) **Referrals from the Public Safety Committee:**

**Sheriff & Communication -**

- A) Request to fill the vacant position of Patrol Officer #26 (*Annual Base Salary of \$36,414*) due to termination. This is a Union position which is not mandated and receives no reimbursements. The filling of this position will result in a budgetary savings of approximately \$7,098 due to a decrease in longevity pay.
- B) Request to fill the vacant position of Patrol Officer #32 (*Annual Base Salary of \$36,414*) due to retirement. This is a Union position which is not mandated and receives no reimbursements. The filling of this position will result in a budgetary savings of approximately \$11,191 due to a decrease in longevity pay.
- C) Request to create 13 new Corrections Officer positions, Nos. 69-81, each with an Annual Base Salary of \$35,766, thereby amending the Departmental Table of Organization. Position Nos. 69-75 are to be created effective August 1, 2014 and Position Nos. 76-81 effective January 1, 2015. This item will be presented to the Finance Committee, as well, to determine a source of funding for Position Nos. 69-75.

4) **Referrals from the Public Works Committee:**

Request to approve the Superintendent of Public Works reorganization plan affecting the Airport, DPW and Parks, Recreation & Railroad Divisions, as follows:

**Airport Division-**

- A) Request to amend the Departmental Table of Organization to delete the position of Airport Maintenance Worker #4 (*Budgeted Salary of \$38,768*), effective April 21, 2014, and transfer remaining budgeted funding of approximately \$35,000 to Budget Code A.5610 471, *Airport, Contract*.

***Referrals from the Public Works Committee, continued:***

**Buildings & Grounds Division -**

- B) Request to amend the Departmental Table of Organization to create and fill the position of Carpenter/Groundskeeper (*Grade 10, Annual Base Salary of \$33,166*), as well as any vacancies resulting from promotion, and delete the position of Sr. Building Maintenance Mechanic #1 (*Budgeted Salary of \$48,318*) effective April 21, 2014.

**DPW Division -**

- C) Request to amend the Departmental Table of Organization to create and fill a position with a title to be determined prior to the April 18<sup>th</sup> Board Meeting (*Annual Salary up to \$65,000*) and delete the positions of Auto Mechanic Supervisor (*Budgeted Salary of \$55,281*) and Auto Mechanic #11 (*Budgeted Salary of \$31,915*) effective April 21, 2014.
- D) Request to amend the Departmental Table of Organization to create and fill the new position of Senior Engineering Technician (*Grade 12, Annual Base Salary of \$34,211*) effective April 21, 2014, as well as any vacancies resulting from promotion.
- E) Request to amend the Departmental Table of Organization to create and fill the new position of Motor Equipment Operator Light #28 (*Grade 5, Annual Base Salary of \$26,897*), as well as any vacancies resulting from promotion, and delete the position of Laborer #8 (*Budgeted Salary of \$24,592*) effective April 21, 2014.
- F) Request to fill the vacant position of Motor Equipment Operator (MEO) Medium #12 (*Grade 7, Annual Base Salary of \$29,612*) due to retirement, as well as any vacancies resulting from promotion. This is a Union position which is not mandated and receives no reimbursement; this position is already funded in the 2014 Budget.

**Parks, Recreation & Railroad Division -**

- G) Request to amend the Departmental Table of Organization to delete the position of Building Maintenance Worker #9 (*Budgeted Salary \$31,379*), effective April 21, 2014, and transfer remaining budgeted funding to Budget Code A.7110 130, *Parks & Recreation, Salaries - Part-Time*.
- H) Request to fill the vacant position of Building Maintenance Worker #8 (*Grade 6, Annual Base Salary of \$28,046*) due to retirement, as well as any vacancies resulting from promotion. This is a Union position which is not mandated and receives no reimbursement; this position is already funded in the 2014 Budget.

**5) Referrals from the Support Services Committee:**

- A) Request to rescind Resolution No. 461 of 2013 and provide authorization to fill the vacant position of Web/Intranet Developer (*Annual Salary to be determined based on a salary study*) due to resignation. This is a non-Union position which is not mandated, but receives 25% reimbursement from the Tourism Department. *Note: Resolution No. 461 of 2013, adopted August 16, 2013, provided authorization to fill the vacant position, however, the Rules of the Board state that this authorization is only valid for the following six months after approval. Therefore, a new resolution is necessary to provide authorization to fill the Web/Intranet Developer position.*
- B) Request to fill the vacant position of Computer Help Desk Aid (*Annual Salary of \$30,318*) due to promotion. This is a non-Union position which is not mandated and receives no reimbursements. The filling of this position will have no budgetary impact as the salary is already budgeted for 2014.

**IV. Pending Items -**

- 1) County Administrator to prepare a proposal for streamlining the process for filling vacant positions. (03.12.14)
- 2) Committee to discuss Code of Ethics documents which were distributed at the 03.12.14 Committee Meeting. (03.12.14)

**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 Include permission to backfill any resulting vacancies  
Title of Position Aging Services Assistant Annual Salary \$25,851 Grade 4  
Budget code and title Various 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 \$437 due to longevity  
Personnel Officer has approved this form when initialed. *J. Steffan*

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee Human Services - OFA Date 3/31/14

- 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 3/31/14

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

Ranking Committee Member Signature *Edna A. Trasler*

**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. 57.01 Include permission to backfill any resulting vacancies

Title of Position Meal Site Manager #1 Annual Salary \$18,135 Grade 2

Budget code and title A6773 130 Nutr Eld WC Salaries PT 30hrs/wk Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other

Employee No. 7286

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal 20%  State %  Other %

Impact to Budget: Savings \$6,149 due to longevity

Personnel Officer has approved this form when initialed.

*J. Steffan*

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 3/31/14

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 3/31/14

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

The committee objects to the filling of the vacancy.

Ranking Committee Member Signature

*Edna A. Trasler*

### 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. 57.01 Include permission to backfill any resulting vacancies

Title of Position Meal Site Cook #8 Annual Salary \$15,112.50 Grade 2

Budget code and title A6773 130 Nutr Eld WC Salaries PT 25hrs/wk Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other

Employee No. 12280

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal 20%  State %  Other %

Impact to Budget: Longevity savings \$232.50

Personnel Officer has approved this form when initialed.

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 3/31/14

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 3/31/14

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"

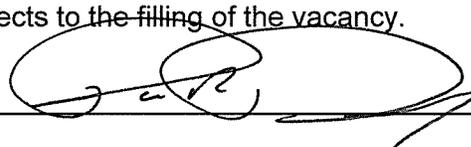
## NOTICE OF INTENT TO FILL VACANT POSITION

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 Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Patrol Officer #26 Annual Salary 36,414 Grade \_\_\_\_\_  
Budget code and title A.3110 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 11521  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: Savings of approximately \$ 7,098.00  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety Sheriff Date March 31, 2014  
 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 Safety - Sheriff Date March 31, 2014  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
Ranking Committee Member Signature Evelyn M Wood

### 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 Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Patrol officer #32 Annual Salary 36,414 Grade \_\_\_\_\_  
Budget code and title A.3110 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 7774  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: Savings of approximately \$ 11,191.00  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date March 31, 2014  
 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 Safety - Sheriff Date March 31, 2014  
 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. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME:** Sheriff's Office

**DATE:** March 28, 2104

- (a) Title of Requested Position: Correction Officer (13 positions)  
Position numbers: 69 thru 81
- (b) Annual Base Salary (and Grade if Applicable): \$35,766.00
- (c) Effective Date for New Position:\* August 1, 2014  
\*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.3150 110 CORRECTIONS OFFICER to be funded upon hire date of August 2014 (7 positions) & January 2015 (6 positions)
- (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
- (h) Is there expected revenue from this position? If so, please explain:

## 2014 DPW Personnel Reorg

| JOB TITLE                           | Budget Year | Division                | CREATE POSITION        | DELETE POSITION | PRIOR SALARY           | PRIOR FRINGE (est. 56%) | NEW SALARY | NEW FRINGE (est. 56%) | EMPLOYEE                        |
|-------------------------------------|-------------|-------------------------|------------------------|-----------------|------------------------|-------------------------|------------|-----------------------|---------------------------------|
| COMPLETED                           | 2014        |                         |                        |                 |                        |                         |            |                       |                                 |
| Deputy Superintendent of Operations | 2014        | Engineering             | CREATE POSITION        | DELETE POSITION | 74,658                 | 41,808                  |            |                       |                                 |
| Engineer (#1)                       | 2014        | Engineering             | CREATE POSITION        | UNFUND POSITION | 57,426                 | 32,159                  |            |                       |                                 |
| Engineer (#2)                       | 2014        | Engineering             | CREATE POSITION        |                 |                        |                         | 57,426     | 32,159                | 32,159 Non-Union Exempt         |
| Highway Manager                     | 2014        | Highways                | CREATE POSITION        |                 |                        |                         | 67,426     | 37,759                | 37,759 Non-Union Exempt         |
| Senior Engineering Technician       | 2014        | Engineering             | CREATE POSITION        |                 |                        |                         | 34,211     | 19,158                | Grade 12                        |
| Part Time Salaries                  | 2014        | Engineering - Part-time |                        | DELETE POSITION | 16,500                 |                         | 0          | 0                     | Part-time Salaries              |
| Laborer #8                          | 2014        | Highways                |                        | DELETE POSITION | 24,592                 | 13,772                  | 0          | 0                     | Grade 2                         |
| Motor Equipment Operator-Light #28  | 2014        | Highways                | CREATE POSITION        |                 |                        |                         | 26,897     | 15,062                | Grade 5                         |
| Motor Equipment Operator-Med#12     | 2014        | Highways                | BACKFILL POSITION      |                 | 38,543                 | 21,584                  | 29,612     | 16,583                | Grade 7                         |
| Building Maintenance Worker #8      | 2014        | Parks and Recreation    | BACKFILL POSITION      |                 | 37,274                 | 20,873                  | 26,046     | 15,706                | Retirement 1/30/14, Grade 6     |
| Building Maintenance Worker #9      | 2014        | Parks and Recreation    | CREATE POSITION        | DELETE POSITION | 31,379                 | 17,572                  | 0          | 0                     | Grade 6                         |
| Part Time Salaries                  | 2014        | Parks and Recreation    |                        | DELETE POSITION | 0                      | 0                       | 34,000     | 0                     | Part-time Seasonal Employees    |
| Airport Maintenance Worker #4       | 2014        | Airport                 | BUDGET INCREASE        |                 | 38,768                 | 21,710                  | 0          | 0                     | Grade 8                         |
| .470 Contract Increase              | 2014        | Airport                 |                        | DELETE POSITION | 0                      | 0                       | 35,000     | 0                     | Paid to Other Div as needed     |
| Sr. Building Maint Mech #1          | 2014        | Buildings & Grounds     | CREATE POSITION        | DELETE POSITION | 48,318                 | 27,058                  | 33,166     | 18,573                | Grade 16                        |
| Carpenter/Groundskeeper             | 2014        | Buildings & Grounds     | CREATE POSITION        | DELETE POSITION | 31,915                 | 17,872                  | 0          | 0                     | Grade 10                        |
| Auto Mechanic #11                   | 2014        | Machinery               | BACKFILL POSITION      | DELETE POSITION | 55,281                 | 30,957                  | 65,000     | 36,400                | Pending Title and Salary Review |
| **PENDING: Auto Mechanic Supervisor | 2014        | Machinery               |                        |                 |                        |                         |            |                       |                                 |
|                                     |             |                         | totals:                |                 | 454,654                | 245,366                 | 410,784    | 191,399               |                                 |
|                                     |             |                         | 5 FT Positions Created |                 | 7 FT Positions Deleted |                         |            |                       |                                 |
|                                     |             |                         | Total Prior Expense:   |                 | \$ 700,020             |                         |            |                       |                                 |
|                                     |             |                         | Total Future Expense:  |                 | \$ 602,183             |                         |            |                       |                                 |

**Estimated Annual Savings: \$ 97,837**  
 (Net Reduction of 2 Full-time Position)

\*\*PENDING: Auto Mechanic Supervisor position is still under title and salary review. Exact Title is anticipated to be determined prior to BOS Meeting with salary up to \$65,000.

## ***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: Public Works**

**DATE: April 20, 2014**

- (a) Purpose of Request: Amend Table of Organization & Salary Schedule
  
- (b) Details: Delete A.5610 110 Airport Maint. Worker #4 (\$38,768) and transfer funding to A.5610 470 Airport - Contract in the amount of \$35,000 . Effective date of funds transfer and deletion is April 21, 2014.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.5610.110 Airport Salaries Regular \$38,768.

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

\* as listed in budget and LOGOS

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

## ***Request to Create New Position***

**DEPARTMENT NAME: Dept. of Public Works**

**DATE: 04/21/2014**

- (a) Title of Requested Position: Carpenter/Groundskeeper
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 10, \$33,166
- (c) Effective Date for New Position:\* 04/21/2014  
\*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): Sr. Building Maintenance Mech #1,Grade 16
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.1624 110 \$48,318
- (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. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME:** Dept. of Public Works

**DATE:** 04/21/2014

- (a) Title of Requested Position: New Title TBD
- (b) Annual **Base** Salary (and Grade if Applicable): up to \$65,000
- (c) Effective Date for New Position:\* 04/21/2014  
\*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): Auto Mechanic Supervisor, \$55,281, Auto Mechanic #11, \$31,915
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: DM.5130.110, \$55,281
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) pending review
- (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. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: Dept. of Public Works**

**DATE: 04/21/2014**

- (a) Title of Requested Position: Senior Engineering Technician
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 12, \$34,211
- (c) Effective Date for New Position:\* 04/21/2014  
\*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: D.5020.110
- (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. 11*

## *Request to Create New Position*

**DEPARTMENT NAME:** Dept. of Public Works

**DATE:** 04/21/2014

- (a) Title of Requested Position: Motor Equipment Operator Light #28
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 5, \$26,897
- (c) Effective Date for New Position:\* 04/21/2014  
\*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): Laborer #8 \$24,592
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: D.5110 110
- (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 Public Works Payroll Dept. No. 19.63  
Title of Position Motor Equipment Operator Medium #12 Annual Salary \$29,612 Grade 7  
Budget code and title D.5110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 7172  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: Included in 2014 Budget  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 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 \_\_\_\_\_ Date \_\_\_\_\_  
 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. 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: Public Works**

**DATE: April 20, 2014**

- (a) Purpose of Request: Amend Table of Organization & Salary Schedule
  
- (b) Details: Delete Building Maint. Worker # 9 (A.7110 110) and transfer funding to temporary salaries A.7110 130. Effective date of funds transfer and deletion is April 21, 2014.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.7110 110 Parks & Recreation\$31,379

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department Public Works - Parks & Recreation Payroll Dept. No. 19.40  
 Title of Position Bldg. Maintenance Worker #8 Annual Salary \$28,046 Grade 6  
 Budget code and title A.7110 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No. 6233  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal %  State %  Other %  
 Impact to Budget: Included in 2014 Budget  
 Personnel Officer has approved this form when initialed. \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 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 \_\_\_\_\_ Date \_\_\_\_\_  
 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 \_\_\_\_\_

# Warren County Board of Supervisors

## RESOLUTION NO. 461 OF 2013

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

### **AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO FILL THE VACANT POSITION OF WEB/INTRANET DEVELOPER DUE TO RESIGNATION**

RESOLVED, that by a 2/3 majority vote, the Warren County Board of Supervisors hereby authorizes the Director of Information Technology to fill the vacant position of Web/Internet Developer, at a salary to be determined based on a salary study, due to resignation. This position is not mandated, but which receives 25% reimbursement for services provided to other County Departments, primarily the Tourism Department.

**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.

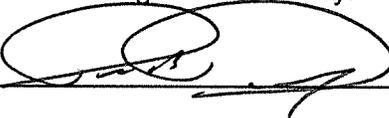
**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department IT Payroll Dept. No. 24  
Title of Position Web/Intranet Developer Annual Salary to be determined on salary study  
Grade N/A  
Budget code and title A.1680 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10854  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other Tourism Dept. 25%  
Impact to Budget: 0

Personnel Officer has approved this form when initialed. \_\_\_\_\_

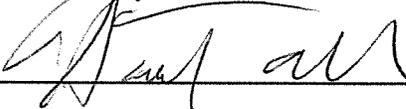
**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee Support Services - I.T. Date 4/2/2014  
 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 - I.T. Date 4/2/2014  
 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**

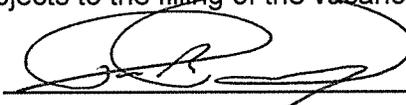
Department IT Payroll Dept. No.  
Title of Position Computer Help Desk Aid Annual Salary \$30,318 Grade  
Budget code and title A1680 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: 0

Personnel Officer has approved this form when initialed. \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee Support Services - I.T. Date 4/2/2014

- 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 - I.T. Date 4/2/2014

- 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 \_\_\_\_\_