

**AGENDA**  
**PERSONNEL COMMITTEE**  
**DECEMBER 10, 2014**

***Committee Members: Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson***

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of the prior Committee meeting.

III. Action Agenda

1) **Requests/Items to be discussed by the Human Resources Director:**

- A) Request to fill the vacant position of Personnel Aide *less than part-time (Grade 3, Annual Base Salary of \$24,699 - pro-rated)* due to resignation. This is a non-Union, non-mandated position for which no reimbursements are received.
- B) Request for approval for the Personnel Officer to carry over up to five (5) additional (*total of ten*) vacation days earned in 2014 to be used by June 1, 2015. The Personnel Officer was unable to utilize accrued vacation time in 2014 due to ongoing duties and responsibilities resulting from her transfer from the DSS Attorney's Office in March of 2014 and her subsequent appointment to the position of Personnel Officer.
- C) Report on tracking of salary implications for positions filled from January - November 2014.

2) **Requests/Items to be Discussed by the County Administrator:**

- A) Request to authorize a 2% increase in the hourly pay rate for all part-time Security Officers in the Sheriff's Department (*from \$16.65 to \$16.98*) effective January 1, 2015 as approved by the Salary and Compensation Plan for 2015. This will not affect the amount budgeted for part-time help because the increase was already accounted for. These positions are included in the 2015 Budget under the "part-time help" category which does not differentiate between the individual positions; therefore, a resolution is necessary to authorize the Treasurer's Office to increase the hourly pay rate for the part-time Security Officer positions to include the additional 2%.
- B) Request to amend the Table of Organization to increase the hourly rate for the Sheriff Investigator-Medicaid position from \$25.00 to \$25.50 effective January 1, 2015. This will not affect the amount budgeted for part-time help as the increase was already accounted for.
- C) Request to amend the Table of Organization to increase the hours of the Keyboard Specialist in the Veterans' Services Department from 28 hours per week to 40 hours per week at a Base Annual Salary of \$25,193 effective January 1, 2015. The costs associated with this increase in hours has been included in the 2015 Budget.
- D) Request to amend the Table of Organization to increase the number of hours worked by the Executive Secretary of the Traffic Safety Board by six per week effective January 1, 2015. The cost of the additional hours worked will be funded through the Traffic Safety Board Budget which has already been adjusted in the 2015 Budget.
- E) Request for a contingent fund transfer in the amount of \$20,694.18 for the Human Resources/Civil Service Division.
- F) Request to amend the Table of Organization to set the salary of the Confidential Secretary to the County Administrator position which was recently vacated due to resignation.

IV. **Vacancies Filled:**

***Department of Public Works -***

- 1. Auto Mechanic #10, *Grade 9, Annual Base Salary \$31,915*, due to retirement. This is a non-mandated, Union position that receives no reimbursements. *Note: the filling of this position was approved by the Public Works Committee contingent upon approval by the County Human Resources Director, County Administrator and Budget Officer.*
- 2. Building Maintenance Worker #12, *Grade 6, Annual Base Salary \$28,046*, due to termination. This is a non-mandated, Union position that receives no reimbursements.

# 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: Human Resources and Civil Service Administration Payroll Dept. No.: 17

Title of Position: Personnel Aide (less than part-time) Annual Base Salary: \$24,699 Grade: 3

Budget code and title: A1430 130 Union  Non-Union

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

Employee No: 8858 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.**

Human Resources Director has approved this form when initialed. AS

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date 12/4/14

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

### BUDGET OFFICER COMPLETES THIS SECTION

Date Frank E. Thomas

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer 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.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair 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: Human Resources/Civil Service**

**DATE: December 8, 2014**

- (a) Purpose of Request: Request approval for the Personnel Officer to carry over up to five additional (total of ten) vacation days earned in 2014 to be used by June 1, 2015.
  
- (b) Details: Personnel Officer was unable to utilize accrued vacation time in 2014 due to ongoing duties and responsibilities resulting from the move of the DSS Attorney's Office in March, 2014 and subsequent appointment to the position of Personnel Officer.
  
- (c) Previous Resolution Number: N/A
  
- (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

Memorandum

Date: December 9, 2014  
 To: Personnel Committee  
 From: Jackie Figueroa - Executive Assistant to the County Director of Human Resources  
 Re: Tracking of Notices of Intent to Fill Position from February - November 2014

Personnel Cnte. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/12/2014	Public Health	WIC Nutrition Aide #2	Pieper	\$ 35,267.00	\$ 28,046.00	3/3/2014	Clute	\$ 32,849.00	\$4,803.00	-\$2,418.00
2/12/2014	Public Works	Highway Construction Supervisor #2	Baker	\$ 36,064.00	\$ 38,239.00	6/16/2014	Meade	\$ 44,602.00	\$6,363.00	\$8,538.00
2/12/2014	Public Works	Highway Construction Supervisor #5	Bennett	\$ 47,837.00	\$ 38,239.00	5/5/2014	McTeague	\$ 38,238.00	-\$1.00	-\$9,599.00
2/12/2014	Sheriff	Patrol Officer #28	Clark	\$ 61,287.00	\$ 36,414.00	2/24/2014	Banish	\$ 47,710.00	\$11,296.00	-\$13,577.00
2/12/2014	Social Services	CPS Caseworker #7	Gorman	\$ 42,126.00	\$ 36,093.00	4/7/2014	Seigfried	\$ 36,093.00	\$0.00	-\$6,033.00
2/12/2014	Social Services	Keyboard Specialist #7 (Sr. Typist prev.)	Gadway	\$ 34,277.00	\$ 24,699.00	4/21/2014	Kilmartin	\$ 24,699.00	\$0.00	-\$9,578.00
2/12/2014	Social Services	Senior Social Welfare Examiner #5	Steves	\$ 32,433.00	\$ 33,687.00	3/10/2014	Klaiber	\$ 41,673.00	\$7,986.00	\$9,240.00
3/12/2014	DSS	Social Services Investigator #3	Zulauf	\$ 42,673.00	\$ 33,687.00	4/7/2014	Meade	\$ 43,673.00	\$9,986.00	\$1,000.00
3/12/2014	DSS - Countryside	Laborer #1	Harpp	\$ 32,377.00	\$ 24,180.00	5/24/2014	Shambo	\$ 24,180.00	\$0.00	-\$8,197.00
3/12/2014	Fire Prevention & Building Code Enf.	Fire Prevention & Building Code Enf. Officer #1	Cowles	\$ 48,907.00	\$ 40,059.00	4/7/2014	Neville	\$ 40,059.00	\$0.00	-\$8,848.00
3/12/2014	Probation	Probation Officer	Johnston	\$ 51,477.00	\$ 41,881.00	8/11/2014	Steves	\$ 44,269.00	\$2,388.00	-\$7,208.00
3/12/2014	Sheriff	Computer Programmer	Colvin	\$ 57,711.00	\$ 36,954.00	6/2/2014	Baker	\$ 36,954.00	\$0.00	-\$20,757.00
3/12/2014	Treasurer	Account Clerk #1 (19 hours)	Borkowski	\$ 12,521.00	\$ 13,320.00	5/5/2014	Gross	\$ 12,280.00	-\$1,040.00	-\$241.00
3/12/2014	Treasurer	Accountant	Shaw	\$ 65,000.00	\$ 65,000.00	3/24/2014	Cummings	\$ 65,000.00	\$0.00	\$0.00
3/12/2014	Treasurer	Accounting Technician	Donohue	\$ 43,125.00	\$ 41,881.00	4/23/2014	Rose	\$ 41,881.00	\$0.00	-\$1,244.00
3/12/2014	Treasurer	Junior Accountant	Cummings	\$ 56,000.00	\$ 56,000.00	3/24/2014	Donohue	\$ 50,000.00	-\$6,000.00	-\$6,000.00
4/9/2014	IT	Computer Help Desk Aide	Hosford	\$ 30,318.00	\$ 30,318.00	6/30/2014	Merkle	\$ 25,851.00	-\$4,467.00	-\$4,467.00
4/9/2014	OFA	Aging Services Assistant	O'Rourke	\$ 27,274.00	\$ 25,581.00	4/28/2014	Hall	\$ 25,851.00	\$270.00	-\$1,423.00
4/9/2014	OFA	Meal Site Cook #8 (25 hours)	Smith	\$ 24,690.00	\$ 24,180.00	4/21/2014	Millington	\$ 24,180.00	\$0.00	-\$8,197.00
4/9/2014	OFA	Meal Site Manager #1 (30 hours)	Dalaba	\$ 32,377.00	\$ 24,180.00	4/21/2014	Potash	\$ 24,180.00	\$0.00	-\$8,197.00
4/9/2014	Parks, Rec & Railroad	Building Maintenance Worker #8	Burgess	\$ 37,267.00	\$ 28,046.00	9/3/2014	Converse	\$ 28,045.00	-\$1.00	-\$9,222.00
4/9/2014	Sheriff	Patrol Officer #26	Phillips	\$ 57,028.00	\$ 36,414.00	4/21/2014	LaFrance	\$ 47,710.00	\$11,296.00	-\$9,318.00
4/9/2014	Sheriff	Patrol Officer #32	Leone	\$ 61,288.00	\$ 36,414.00	4/29/2014	Lavallie	\$ 47,710.00	\$11,296.00	-\$13,578.00
5/7/2014	Sheriff	Communications Officer #1	Comstock	\$ 47,648.00	\$ 35,766.00	6/9/2014	Smith	\$ 42,895.00	\$7,129.00	-\$4,753.00
5/7/2014	Sheriff	Communications Officer #15	Conine	\$ 45,272.00	\$ 35,766.00	9/8/2014	Seabury	\$ 35,766.00	\$0.00	-\$9,506.00
5/7/2014	Sheriff	Senior Communications Officer #2	Zahn	\$ 51,696.00	\$ 47,648.00	7/2/2014	Mansfield	\$ 47,648.00	\$0.00	-\$4,048.00
5/7/2014	Social Services	First Social Services Attorney	Nenninger	\$ 66,940.00	TBD	6/23/2014	Jordan	\$ 73,000.00	n/a	\$6,060.00
5/7/2014	Social Services	Resource Clerk #1	Smith	\$ 32,773.00	\$ 25,851.00	6/10/2014	Norton	\$ 25,851.00	\$0.00	-\$6,922.00
6/11/2014	Sheriff	Patrol Officer #47	Rawson	\$ 61,288.00	\$ 47,710.00	6/12/2014	Belden	\$ 47,710.00	\$0.00	-\$13,578.00
6/11/2014	Sheriff	Patrol Sergeant #2	Backus	\$ 68,172.00	\$ 65,786.00	6/2/2014	Rawson	\$ 68,172.00	\$2,386.00	\$0.00
7/9/2014	Countryside	Institutional Aid #7	Buzzell	\$ 25,642.00	\$ 24,699.00	6/30/2014	Shambo	\$ 24,699.00	\$0.00	-\$943.00
7/9/2014	DPW	Word Processing Operator (1209)	Fish	\$ 33,278.00	\$ 25,851.00	Unfilled				
7/9/2014	Probation	Probation Officer	Johnston	\$ 51,477.00	\$ 41,881.00	8/11/2014	Steves - Step 4	\$ 44,629.00	\$2,748.00	-\$6,848.00
7/9/2014	Sheriff	Patrol Officer #29	Spinelli	\$ 61,287.00	\$ 41,553.00	7/14/2014	Batcholtz - Step 4	\$ 47,710.00	\$6,357.00	-\$13,577.00
7/9/2014	Sheriff	Patrol Officer #47	Belden	\$ 47,710.00	\$ 47,710.00	8/11/2014	Greiner - Step 4	\$ 47,710.00	\$0.00	\$0.00
8/6/2014	Health Services	Public Health Nurse #25 (1559)	Rainville	\$ 52,102.00	\$ 44,783.00	Unfilled				
8/6/2014	Social Services	Social Health Services Attorney	Jordan	\$ 73,000.00	\$ 73,000.00	8/28/2014	Schrock-Seecley	\$ 73,000.00	\$0.00	\$0.00
8/6/2014	Social Services	Social Welfare Examiner #21	Allen	\$ 38,934.00	\$ 30,835.00	9/21/2014	Sullivan	\$ 30,835.00	\$0.00	-\$8,099.00
8/6/2014	Social Services	Social Welfare Examiner #40	McGowin	\$ 35,996.00	\$ 30,835.00	9/22/2014	Burlingame	\$ 31,345.00	\$5,100.00	-\$4,651.00

Personnel Cmtc. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
8/6/2014	Social Services	Social Welfare Examiner #41	Perry	\$40,434.00	\$30,835.00	9/29/2014	Stewart	\$30,835.00	\$0.00	-\$9,599.00
8/6/2014	Social Services	Sr. Social Welfare Examiner #6	Staves	\$35,996.00	\$33,687.00	9/8/174	Barber	\$39,355.00	\$5,668.00	\$3,359.00
8/6/2014	Treasurer	Payroll Technician	Kersey	\$38,754.00	\$33,166.00	9/8/2014	Reagan	\$33,166.00	\$0.00	-\$5,588.00
9/10/2014	Public Health - WIC	Infant Feeding Advocate (2081)	Dacey	\$11,877.00	\$11,877.00	11/12/2014	Long	11.87/hour	\$0.00	\$0.00
9/10/2014	Sheriff	Patrol Officer #25	Wells	\$61,287.00	\$36,141.00	9/22/2014	Kommer - Step 4	\$47,710.00	\$11,569.00	-\$13,577.00
9/10/2014	Westmount	Senior Account Clerk	Mellon	\$37,046.00	\$29,612.00	8/26/2014	Chilson	\$29,612.00	\$0.00	-\$7,434.00
10/8/2014	Countryside	Institutional Aide P #3 (2217)	Ward	\$25,642.00	\$24,699.00	12/1/2014	Potash	25209	\$510.00	-\$433.00
10/8/2014	County Clerk	Motor Vehicle License/Reg. Clerk #1 (1120)	Crawford	\$28,966.91	\$28,046.00	12/1/2014	Rivers	\$26,897.00	-\$1,149.00	-\$2,069.91
10/8/2014	OFA	Food Service Manager (1929)	Fryme	\$24,274.00	\$25,851.00	11/24/2014	Hocy	\$26,528.00	\$677.00	\$2,254.00
10/8/2014	OFA	Typist (1921)	Burlingame	\$25,208.00	\$24,699.00	11/10/2014	Rosen, N	\$24,699.00	\$0.00	-\$509.00
10/8/2014	Sheriff	Patrol Officer #55	Jeffords	\$61,287.00	\$47,710.00	9/30/2014	Gordon	\$47,710.00	\$0.00	-\$13,577.00
10/8/2014	Sheriff	Patrol Sergeant #10	Breen	\$68,452.00	\$68,452.00	9/30/2014	Jeffords	\$68,452.00	\$0.00	\$0.00
10/8/2014	Social Services	Intake Clerk #6	Putney	\$23,851.00	\$25,851.00	9/29/2014	Brown	\$25,851.00	\$0.00	\$0.00
10/8/2014	Social Services	Keyboard Specialist #2 (2030)	St. John	\$24,699.00	\$24,699.00	10/20/2014	Rosen, M	\$24,699.00	\$0.00	\$0.00
10/8/2014	Social Services	Social Services Investigator #2 (1758)	Walker	\$39,355.00	\$33,687.00	Unfilled				-\$557.00
10/8/2014	Veterans Services	Keyboard Specialist pt (2201)	Flores	\$17,646.00	\$17,289.00	11.17/14	Harris	\$17,289.00	\$0.00	\$0.00
11/12/2014	District Attorney	Asst. District Attorney #5	Eby	\$49,726.00	\$49,726.00	11/17/2014	Brown	\$49,726.00	\$0.00	\$0.00
11/12/2014	Social Services	Caseworker #6	Rowland	\$36,093.00	\$36,093.00	11/17/2014	Reeves	\$36,093.00	\$0.00	\$0.00
					Difference				\$90,580.00	-\$236,032.91

# ***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:** Sheriff Department

**DATE:** 12/4/2014

- (a) Purpose of Request: **To authorize a 2 percent hourly increase to all Part Time Security Officers in the Sheriff's Department. Hourly rate from \$16.6566 to \$16.9897. Effective 1/1/2015.**
- (b) Details: **To authorize hourly increase as approved by the Salary and Compensation Plan for 2015. This will not affect the amount budgeted for part time help.**
- (c) Previous Resolution Number: **555 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.3110 130 Sheriff Law Enforcement Part Time Salary \$0**

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

\* as listed in budget and LOGOS

# ***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:** Sheriff Department

**DATE:** 12/4/2014

- (a) Purpose of Request: **To amend the Table of Organization increasing the hourly rate from \$25.00 to \$25.50 for the Sheriff Investigator-Medicaid. Effective 1/1/2015.**
- (b) Details: **To authorize hourly increase as approved by the Salary and Compensation Plan for 2015. This will not affect the amount budgeted for part time help.**
- (c) Previous Resolution Number: **555 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.3110 130 Sheriff Law Enforcement Part Time Salary \$0**

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

\* as listed in budget and LOGOS

# ***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:** Veteran's Services

**DATE:** 12/4/2014

- (a) Purpose of Request: **To amend Table of Organization to increase hours for Keyboard Specialist from 28 hours per week to 40 hours per week for a base salary of \$25,193. Effective 1/1/2015.**
- (b) Details: **To increase hours for the Keyboard Specialist as approved in the Salary and Compensation Plan for 2015.**
- (c) Previous Resolution Number: **555 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.6510 110 Veterans Services Salaries Regular \$25,193.**

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

\* as listed in budget and LOGOS

# **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: Traffic Safety Board**

**DATE: 12/4/2014**

- (a) Purpose of Request: **To amend Table of Organization to include 6 hours per week for Traffic Safety Board Executive Secretary. Effective 1/1/2015.**
- (b) Details: **To increase hours for the Traffic Safety Board Executive Secretary and allocate the additional 6 hours per week to the Traffic Safety Board Budget as approved by the Salary and Compensation Plan for 2015.**
- (c) Previous Resolution Number: **555 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.3311 130 Traffic Safety Board Part Time Salary \$5,584.00**

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

**TO:** JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**DEPARTMENT NAME:** Human Resources/Civil Service

**SIGNED:**

**DATE:**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

**Please state reason for transfers requested:**

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account-	A.1430 110	Salaries - Regular	\$12,368.13
	Other Payments/Contributions	A.1430 830/831	SS/Medicare	\$766.82/\$179.34

**Please state reason for transfer request:** Budget not properly adjusted during the year.

**Please file original request with Clerk of the Board and retain copy for your records.**

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Human Resources/Civil Service

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfers requested:

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account-	A.1430 130	Salaries - Part Time	\$6,860.46
	Other Payments/Contributions	A.1430 830/831	SS/Medicare	\$425.35/\$99.48

Please state reason for transfer request: Budget not properly adjusted during the year.

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 12

14

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.: 19.70

Title of Position: Auto Mechanic Annual Base Salary: \$31,915 Grade: 9

Budget code and title: DM5130 Auto Mechanic #10 Union Non-Union

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

Employee No: 10080 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list hiring would be provisional Non-Competitive Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. [Signature]

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

BUDGET OFFICER COMPLETES THIS SECTION

Date

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

Budget Officer 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.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

RESOLUTION REQUEST FORM NO. 12

13

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.: 19.40

Title of Position: Building Maint. Worker Annual Base Salary: \$28,046 Grade: 6'

Budget code and title: A.7110 Building Maint. Worker #12 Union [X] Non-Union [ ]

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

Employee No: 11099 Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No

Source of reimbursement: [ ] Federal % [ ] State % [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] Non-Competitive [ ] Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. gs.

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 \_\_\_\_\_

BUDGET OFFICER COMPLETES THIS SECTION

Date 11/26/14

- [X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

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.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Eugene J. Merline