

AGENDA  
PERSONNEL COMMITTEE  
MARCH 11, 2015

*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:**  
Report on tracking of salary implications for positions filled.
  - 2) **Referrals from the Criminal Justice Committee:**  
*District Attorney -*
    - A) Request to retain the services of Kevin Donlon, *former Second Assistant District Attorney*, on a consultant basis subsequent to resignation for a term not to exceed six months. There will be no cost to the County for these consultant services as Asset Forfeiture monies will be used.
    - B) Request to decrease the salary of the Second Assistant District Attorney position, from \$81,633.92 to \$78,477.04 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.
    - C) Request to increase the salary of the Third Assistant District Attorney position, from \$70,300.05 to \$77,456.93 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.
    - D) Request to decrease the salary of the Fourth Assistant District Attorney position, from \$69,279.94 to \$65,279.94 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.
  - 3) **Referral from the Economic Growth & Development Committee:**  
*Planning & Community Development -*  
Request to amend the Table of Organization and Salary Schedule to increase the hours for the part-time GIS Coordinator from not to exceed 20 hours to 28 hours per week and to extend the temporary position of GIS Technician to June 1, 2016 as the result of a grant award.
  - 4) **Referral from the Public Works Committee:**  
*DPW -*  
Request to amend the Table of Organization and Salary Schedule to set the salary of the DPW Fiscal Manager position at \$56,966. Approval was previously provided to fill this position with a salary to be determined based upon review by the Human Resources Director, who subsequently recommended a salary range of up to \$61,750. The Superintendent of Public Works has completed the selection and hiring process and is recommending the 2015 salary for the DPW Fiscal Manager position be set at \$56,966, effective March 16, 2015.
  - 5) **Referral from the Support Services Committee:**  
*Clerk of the Board -*  
Request to create and fill the new position of Legislative Office Specialist, *Annual Salary \$34,000*, effective March 23, 2015. This will begin the reorganization of the Office of the Clerk of the Board due to the upcoming retirement of Joan Sady, Clerk of the Board, and will allow the department to hire and begin training a new employee.

*Continued*

**IV. Vacancies Filled:**

***District Attorney's Office -***

1. Second Assistant District Attorney, *Annual Salary \$81,633.92*, due to resignation, as well as any vacancies created by promotion. This is a non-Union position which is not mandated and receives no reimbursement.

***Public Health Division -***

1. Public Health Nurse, *Grade 21, Annual Base Salary \$45,679*, due to retirement. This is a non-mandated, Union position which receives 100% insurance reimbursements.

***Department of Social Services -***

1. Keyboard Specialist #7, *Annual Salary \$25,193*, due to resignation. This is a non-mandated, Union position which receives 50% Federal and 25% State reimbursements.

**Memorandum**

Date: March 6, 2015  
 To: Personnel Committee  
 From: Jackie Figueroa - Executive Assistant to the County Director of Human Resources  
 Re: Tracking of Notice of Intent to Fill Position 2015

Personnel Cntr. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/11/2015	DPW	Fiscal Manager	Kloss	\$51,537.00	\$51,537.00					
2/11/2015	Employment & Training	Employment & Training Counselor #1	Tarantino	\$22,833.00	\$32,553.00					
2/11/2015	Emergency Services	2nd Deputy EMS Coordinator	Ordway	\$ 5,028.00	\$ 5,028.00					
2/11/2015	Treasurer	Account Clerk #1	Gross	\$12,279.00	\$12,279.00	1/5/2015	Stark	\$12,524.00	\$245.00	\$245.00
								<b>TOTALS</b>	<b>\$245.00</b>	<b>\$245.00</b>

# **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: District Attorney**

**DATE: 3-2-15**

- (a) Purpose of Request: **To retain the services of Kevin Donlon Employee # 10380 as an independent consultant not to exceed six months.**
- (b) Details: **To retain the services of Kevin Donlon Employee # 10380 as an independent consultant not to exceed six months. This position will be paid out of Asset Forfeiture funds so there will be no cost to the County.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A. 1164 110 Asset Forfeiture Salary Code**

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

**\* as listed in budget and LOGOS**

***RESOLUTION REQUEST FORM NO. 13***

***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME: District Attorney**

**DATE: 3-2-15**

- (a) Employee Name, Title and Employee No.: **Matthew Burin 2<sup>nd</sup> Assistant District Attorney Emp # 10929**
  
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$78,477.04**
  
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$81,633.92**
  
- (d) Effective Date for Salary Change:\* **March 23, 2015**  
\*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.1165 110 District Attorney Full Time Salaries**
  
- (f) Justification of Request: **Reappropriate salaries due to resignation.**

## ***RESOLUTION REQUEST FORM NO. 13***

### ***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME: District Attorney**

**DATE: 3-2-15**

- (a) Employee Name, Title and Employee No.: **Emilee Davenport 3<sup>rd</sup> Assistant District Attorney, Emp # 11049**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$77,456.93**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$70,300.05**
- (d) Effective Date for Salary Change:\* **March 23, 2015**  
\*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.1165 110 District Attorney Full Time Salaries**
- (f) Justification of Request: **Reappropriate salaries due to resignation.**

## ***RESOLUTION REQUEST FORM NO. 13***

### ***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME: District Attorney**

**DATE: 3-2-15**

- (a) Employee Name, Title and Employee No.: **Travis Brown 4<sup>th</sup> Assistant District Attorney, Emp # 12193**
- (b) Current Annual Base Salary (and Grade if Applicable): **\$65,279.94**
- (c) Former Annual Base Salary (and Grade if Applicable): **\$69,279.94**
- (d) Effective Date for Salary Change:\* **March 23, 2015**  
\*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.1165 110 District Attorney Full Time Salaries**
- (f) Justification of Request: **Reappropriate salaries due to resignation.**

# ***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: Planning and Community Development**

**DATE: March 4, 2015**

- (a) Purpose of Request: To Amend the Table of Organization and Salary Schedule to increase the hours for the part-time GIS Coordinator from not to exceed 20 hours to 28 hours per week and to extend the temporary position of GIS Technician to June 1, 2016 as the result of a grant award.
  
- (b) Details: GIS Technician - Extend temporary position from three months to fifteen months as a result of a grant award. GIS Coordinator - Increase hours from not to exceed 20 hours per week to not to exceed 28 hours per week as a result of increased workload.
  
- (c) Previous Resolution Number:
- (d)
- (e)
  
- (f) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: H358.9550 4308 Hazard Mitigation \$14,166 H340.9550 280 First Wilderness 2012 \$14,037.

**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: DPW**

**DATE: 3/2/15**

- (a) Purpose of Request: To amend Salary Schedule to reflect new DPW Fiscal Manager salary of \$56,966 , effective March 16, 2015.
- (b) Details: The Fiscal Manager position was authorized for backfill with a Salary TBD pending a salary review/study by HR Director. The HR Director recommended a salary range up to \$61,750. The Superintendent has completed the selection/hiring process and is recommending the 2015 Salary be set to \$56,966.
- (c) Previous Resolution Number: NA
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A1490.110 DPW Admin Salaries - Regular

**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: Clerk - Legislative Board

DATE: March 4, 2015

- (a) Title of Requested Position: Legislative Office Specialist
- (b) Annual Base Salary (and Grade if Applicable): \$34,000.
- (c) Effective Date for New Position:\* March 23, 2015  
\*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): A position will be deleted in April 2015 upon the reorganization of the Office following retirement of the Clerk of the Board
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.1040 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: Clerk-Leg. Board Payroll Dept. No.: 3.00

Title of Position: Legislative Office Specialist Base Salary of Position: \$34,000. Grade: N/A

Filling at Step # (If Known): Request to Back Due to Promotion:  Yes  No

Budget code and title: A.1040 110 Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other creation *v.i.p.o.*

Employee No: 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. *GS. 3/2/15*

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature *[Signature]*

Date *3/4/15*

### BUDGET OFFICER COMPLETES THIS SECTION

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*

Date *3/4/15*

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Support Services - Clerk of the Board*

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]*

Date *March 4, 2015*

# 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: District Attorney Payroll Dept. No.: 5.0

Title of Position: 2nd Assistant District Attorney Base Salary of Position: \$81,633.92 Grade:

Filling at Step # (If Known): Request to Back Due to Promotion:  Yes  No

Budget code and title: A.1165 110 District Attorney Salaries Union  Non-Union

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

Employee No: 10380 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 *Exempt*

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 2/27/15

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

Date 3/4/15

### BUDGET OFFICER COMPLETES THIS SECTION

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 [Signature]

Date 3/4/15

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice - District Attorney

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]

Date 3/3/15

# 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: Health Services Payroll Dept. No: 36.00  
Title of Position: Public Health Nurse Base Salary of Position: 45,679 Grade: 21  
Filling at Step # (If Known): depending on Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: A-4010-110 Full Time Salaries 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 \_\_\_\_\_ %  Other 100 % Various insurance  
nursing services are billable

### 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. 95 2/24/15

with 6 month probationary period

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 2/25/15

### BUDGET OFFICER COMPLETES THIS SECTION

- 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 Date 2/22/15

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

- 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] Date 2/27/2015

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: SOCIAL SERVICES Payroll Dept. No: 40.03
Title of Position: KEYBOARD SPECIALIST #7 Base Salary of Position: \$25,193 Grade: 3
Filling at Step # (If Known): 0 Request to Backfill Due to Promotion: Yes No
Budget code and title: A.6010 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 12435 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% 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] 2/24/15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 2/25/15

BUDGET OFFICER COMPLETES THIS SECTION

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 [Signature] Date 2/22/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

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] Date 2/27/2015