

AGENDA
PERSONNEL COMMITTEE
AUGUST 12, 2015

DRAFT AGENDA - SUBJECT TO CHANGE

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) **Referral from the Criminal Justice Committee:**
Public Defender-
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of 6th Assistant Public Defender, *Annual Salary of \$45,000*, effective August 24, 2015.
 - 3) **Referral from the County Clerk-Motor Vehicles Committee:**
DMV -
Request to amend the Table of Organization and Salary Schedule for the DMV staff as approved by the Reallocation Committee effective January 1, 2016.
 - 4) **Referral from the Health Services Committee:**
Mental Health -
Request to amend the Table of Organization and Salary Schedule to reduce the salary Office of Community Services Deputy Director-Clinical position from \$65,234 to \$62,700 effective retroactive to August 10, 2015.
 - 5) **Referral from the Social Services Committee:**
Department of Social Services -
Request to reclassify the existing Senior Social Services Investigator position (*Grade13*) to a Supervising Social Services Investigator(*Grade 15, Annual Base Salary \$47,004*), effective January 1, 2016 and amend the Table of Organization accordingly.
 - 6) **Referral from the Support Services Committee:**
County Attorney -
Request to ratify the actions of the County Attorney in hiring a Temporary Legal Assistant at the rate of \$25 per hour starting on July 29, 2015 and for a period not to exceed 8 weeks and to paid for through Budget Code A.1420.130-Part-Time Salaries.
 - 7) **Requests/Items to be discussed by the County Administrator:**
Discussion regarding vacant County Human Resources Director position.
- IV. **Vacancies Filled:**
Health Services
 - 1) Part-Time Infant Feeding Advocate, Grade 3, *Annual Salary \$25193*, due to resignation. This is a mandated, non-Union position which receives 100% reimbursement through the WIC Program;
 - 2) Registered Professional Nurse, Grade 19, *Annual Salary \$42,719*, due to resignation. This is a non-mandated, Union position that receives varying levels of State, Federal and private insurance reimbursements.***Office for the Aging***
 - 1) Supervisor of Volunteers, Grade 2, *Annual Salary \$24,664*, due to resignation. This is a non-mandated, Union position that receives 20% Federal and 75% State reimbursements.***Public Defender-***
 - 1) 5th Assistant Public Defender, *Annual Salary \$54,091*, due to promotion. This is a non-mandated, non-Union position which receives no reimbursement.***Treasurer***
 - 1) Senior Account Clerk, Grade 7, *Annual Salary \$30,204*, due to resignation. This is a non-mandated, Union position that receives no reimbursement.

Memorandum

Date: August 4, 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 Feb. - July 2015

Personnel Cmtc. 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	3/16/2015	Henkel	\$56,956.00	\$5,429.00	\$5,429.00
2/11/2015	Employment & Training	Employment & Training Counselor #1	Tarantino	\$ 22,833.00	\$ 32,553.00	3/23/2015	Booth	\$32,553.00	\$0.00	\$9,720.00
2/11/2015	Emergency Services	2nd Deputy EMS Coordinator	Ordway	\$ 5,028.00	\$ 5,028.00	4/1/2015	Howe	\$5,028.00	\$0.00	\$0.00
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
3/11/2015	District Attorney	2nd Assistant District Attorney	Donlon	\$ 81,633.00	\$ 81,633.00	3/30/2015	Burin	\$78,477.00	-\$3,156.00	-\$3,156.00
3/11/2015	Public Health	Public Health Nurse #25 (1559)	Rainville	\$52,102.00	\$44,783.00	5/4/2015	Saville	\$51,888.00	\$7,105.00	-\$214.00
3/11/2015	DSS	Keyboard Specialist #7 (2306)	Kilmartin	\$ 27,495.00	\$ 25,193.00	5/4/2015	Lorain	\$25,193.00	\$0.00	-\$2,302.00
4/8/2015	DPW	Sign Maint. Worker #2 (1204)	Sady	\$40,453.00	\$32,553.00	6/15/2015	Monroe	\$40,453.00	\$7,900.00	\$0.00
4/8/2015	DPW	Auto Mechanic #6 (1267)	Dingman	\$42,454.00	\$32,553.00	6/1/2015	Cole	\$32,553.00	\$0.00	-\$9,901.00
4/8/2015	DPW	Assistant Engineer #2 (1215)	Piekarz	\$44,675.00	\$43,000.00	Vacant				
4/8/2015	Public Health	Public Health Liaison (1619)	Meade (PT)	\$38,045.00	\$30,204.00	Vacant				
4/8/2015	Clerk of the Board	Deputy Clerk of the Board	Allen	\$30,000.00	\$44,500.00	5/1/2015	McLenithan	\$44,500.00	\$0.00	-\$5,500.00
4/8/2015	County Clerk/DMV	Senior Account Clerk (1115)	Corkins	\$37,786.00	\$30,204.00	5/18/2015	S. Smith	\$39,287.00	\$9,083.00	\$1,501.00
5/6/2015	Sheriff	Senior Account Clerk #6 (1492)	Lail	\$41,935.00	\$35,269.00	7/2/2015	J. Smith	\$37,087.00	\$1,818.00	-\$4,848.00
5/6/2015	Social Services	Caseworker #29 (1671)	Johnson	\$45,493.00	\$39,004.00	6/15/2015	Schmidt	\$39,004.00	\$0.00	-\$6,489.00
6/10/2015	Public Health	CHN #16	Moehringer	\$51,888.00	\$41,547.00	6/15/2015	Saville	\$51,888.00	\$10,341.00	\$0.00
6/10/2015	Mental Health	Deputy Director - Clinical (1622)	Johnson	\$65,234.00	\$65,234.00	Vacant				
6/10/2015	Public Defender	1st Assistant Public Defender	Flores	\$56,838.00	\$69,544.00	7/1/2015	Tyree	\$69,544.00	\$0.00	\$12,706.00
6/10/2015	Public Defender	2nd Assistant Public Defender	Tyree	\$54,195.00	\$59,538.00	7/1/2015	Halloran	\$59,538.00	\$0.00	\$5,343.00
6/10/2015	Public Defender	3rd Assistant Public Defender	Halloran	\$52,443.00	\$56,770.00	7/1/2015	Racino	\$56,770.00	\$0.00	\$4,327.00
6/10/2015	Public Defender	4th Assistant Public Defender	Racino	\$51,637.00	\$54,934.00	7/1/2015	Liebert	\$54,934.00	\$0.00	\$3,297.00
6/10/2015	Westmount	Director of Nursing	Baker	\$88,434.00	\$88,434.00	6/12/2015	Gallo	\$88,434.00	\$0.00	\$0.00
6/10/2015	Westmount	In-Service Coordinator (2057)	Gallo	\$55,357.00	\$55,357.00	Vacant				
6/10/2015	Westmount	Health Facility Office Records Specialist	S. Smith	\$39,287.00	\$36,815.00	6/15/2015	Clarke	\$36,815.00	\$0.00	-\$2,472.00
6/10/2015	Westmount	Health Facility Office Specialist	J. Smith	\$37,344.00	\$36,815.00	6/19/2015	W. Smith	\$36,815.00	\$0.00	-\$529.00
7/8/2015	County Clerk	Recording Clerk #3 (1286)	Carr	\$31,253.00	\$30,204.00					
7/8/2015	DPW	MEO Medium #4 (1254)	Adams	\$37,787.00	\$30,204.00					
7/8/2015	DPW	MEO Light #16 (1260)	Lehman	\$27,435.00	\$27,345.00					
7/8/2015	DPW	MEO Medium #22 (2192)	D'Angelico	\$35,349.00	\$30,204.00					
								TOTALS	\$38,765.00	\$7,157.00

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Public Defender

DATE: 02/10/2015

- (a) Title of Requested Position: **6th Assistant Public Defender**
- (b) Annual Base Salary (and Grade if Applicable): **\$45,000**
- (c) Effective Date for New Position: * August 24, 2015 ~~June 22, 2015 @ Day Time~~
*Please do not backdate unless the purpose is to correct an error. After
- (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):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A1171 110 Public Defender-Salaries-Regular 45,000.00
- (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 Defender Payroll Dept. No: 6.01 A.1171
Title of Position: 6th Assistant Public Defender Base Salary of Position: \$45,000.00 Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: A.1171 110(Public Defendner Salary regular) Union Non-Union New Position
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: n/a Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100% State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Provisional (Pending Rules Resolution)
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.

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 Date 7/21/15

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 7/24/15

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 Date

DMV Reallocation Proposal

Current

Name	EE #	Department	Position Title	Hire Date	Grade	Step	Hourly	Annual	Grade	Step	Hourly	Annual	Inc./Hour	Inc./Year
Conway, Jamie A	11443	County Clerk	MV LIC/REG CLERK #8	4/14/2008	6	7	\$16.11	\$33,506	8	7	\$17.69	\$36,785	\$1.58	\$3,279
Rivers, Peter A	12702	County Clerk	MV License/Reg Clerk #1	12/1/2014	6	0	\$13.75	\$28,607	8	0	\$15.12	\$31,452	\$1.37	\$2,845
Jockimo, Alicen	11990	County Clerk	MV License/Reg Clerk #10	5/21/2012	6	3	\$14.49	\$30,137	8	3	\$15.90	\$33,082	\$1.42	\$2,945
Conte, Christine F.	12428	County Clerk	MV License/Reg Clerk #2	9/30/2013	6	1	\$14.00	\$29,127	8	1	\$15.37	\$31,972	\$1.37	\$2,845
Montuori, Aurelie C	11735	County Clerk	MV License/Reg Clerk #7	1/25/2010	6	5	\$16.11	\$33,506	8	5	\$17.69	\$36,785	\$1.58	\$3,279
													Position Total	\$15,193
Van Dorn, Cindy G.	11067	County Clerk	Senior MV Examiner	3/6/2006	8	9	\$17.69	\$36,785	10	9	\$19.00	\$39,529	\$1.32	\$2,744
													Position Total	\$2,744
Corcoran, Ann	8240	County Clerk	MV Supervisor	12/17/1990	12	24	\$21.21	\$44,111	15	24	\$22.84	\$47,504	\$1.63	\$3,393
													Position Total	\$3,393
													Total Increase/Year	\$21,330

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: MENTAL HEALTH

DATE:

- (a) Employee Name, Title and Employee No.: **Lisa Coutu, Deputy Director-Clinical, #10484**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$62,700**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$65,234**
- (d) Effective Date for Salary Change:* **8/10/15**
*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:
- (f) Justification of Request: **Lisa Coutu has been provisionally appointed (promotion) into the Deputy Director-Clinical position effective 8/10/15. The previous incumbent was earning a salary of \$65,234, but we have agreed upon \$62,700 as the salary for Ms. Coutu entering this position.**

RESOLUTION REQUEST FORM NO. 14***Request to Reclassify Position***

DEPARTMENT NAME: Social Services

DATE: July 24, 2015

- (a) Title of Reclassified Position: **Supervising Social Services Investigator**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, **including longevities**, for any **existing** employee who is filling the position.
\$47,004 Grade 15
- (c) Title and Employee Number of Position to be Deleted: **The position of Senior Social Services Investigator, Grade 13, will not be deleted at this time but will be unfunded.**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, **including longevities**, for any **existing** employee who is filling the position.
- (e) Effective Date:* **1/1/16**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

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: County Attorney-Law

DATE:

- (a) Purpose of Request: **Ratify the actions of the County Attorney in hiring a Temporary Legal Assistant at the rate of \$25 per hour starting July 29, 2015 and for a period not to exceed 8 weeks and to be paid for through Budget Code A.1420 130-Part-Time Salaries.**
- (b) Details: **Legal Assistant is out on medical leave.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1420 130-Part-Time Salaries**

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

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 w/c Payroll Dept. No: 36.01
Title of Position: Infant Feeding Advocate Base Salary of Position: 25,193 Grade: 3 status
Filling at Step # (If Known): Base Salary Request to Backfill Due to Promotion: Yes No
Budget code and title: A 4013-130 Part Time Salaries Union Non-Union *part time not more than 20 hr per week*
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 12692 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State 100 % Other _____ %
by w/c Program contract

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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. *7/20/15*

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 7/20/15

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 7/24/15

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 July 28, 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: Health Services - CHHA Payroll Dept. No: 36.00
Title of Position: Registered Professional Nurse Base Salary of Position: 42,719 Grade: 19
Filling at Step # (If Known): Not known Request to Backfill Due to Promotion: Yes No
Budget code and title: A4010-110 Fulltime Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 12262 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal varies % State varies % Other PVT % varies insurance

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. 7/20/15

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 7/24/15

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 7/24/15

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 July 28, 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: Public Defender Payroll Dept. No.: 6.01 A.1171

Title of Position: 5th Assistant Public Defender Base Salary of Position: \$54,091.00 Grade:

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

Budget code and title: A.1171 110 (Public Defender Salary regular Union Non-Union

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

Employee No: 11517 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

*Provisional
Pending Rules
Resoluit*

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

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

The Administrator objects to the filling of the vacancy.

Administrator Signature *[Signature]* Date 7/27/15

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 7/28/15

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 7/28/15

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: OFA Payroll Dept. No.: 57.01 and 57.02

Title of Position: Supervisor of Volunteers Base Salary of Position: \$24,664 Grade: 2

Filling at Step # (If Known): 0 Request to Back Due to Promotion: Yes No

Budget code and title: A6773 110 Nutrition Prog Warren A6778 110 CSE Warren Union Non-Union

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

Employee No.: 11784 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 20% State 75% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

The Administrator objects to the filling of the vacancy.

Administrator Signature *[Signature]* Date 7/24/15

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 7/24/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 Edna A. Harris Date 7/24/15

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: **Treasurer** Payroll Dept. No: **11**
Title of Position: **Senior Account Clerk** Base Salary of Position: **\$30,204** Grade: **7**
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: **A1325 Account Clerk #1 (19 hrs)** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **11890** 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 Paul

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

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/8/15

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 7/10/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Finance 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 7-17-15