

Support Services
Clerk of the Board
AGENDA
March 4, 2015

I. Action Agenda/New Business

Resolution Request:

1. Request to create and fill the position of Legislative Office Specialist, annual salary of \$34,000, effective March 23, 2015.

Rationale:

This request will begin the reorganization of the Office of the Clerk of the Board due to the upcoming retirement of Clerk, Joan Sady. This will allow the department to hire and begin training a new employee. At the April Board Meeting, the department will submit a request to amend the table of organization to reflect appointments, promotions and salary adjustments to complete the Office's reorganization.

II. Referral/Pending Items

There are no pending items for this month

III. Privilege of the Floor to discuss any additional items to come before the Committee

IV. Motion to adjourn

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 *W.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 

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

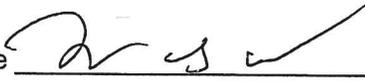
Name of Committee *Support Services - Clerk of the Board*

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 

Date *March 4, 2015*