

Criminal Justice &
Public Safety Committee
Warren County Assigned Counsel
AGENDA
February 29, 2016

Committee Members: WOOD, Dickinson, Girard, Frasier, Brock, Seeber, Simpson, Vanselow,
Montesi, Braymer, MacDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
 1. **Request:** Resolution request to delete the Assistant to Assigned Counsel Administrator job title and replace it with Clerk under OILS Contract #552; to amend the Table of Organization to reflect such change.
Rationale: This change will allow the fully funded part time position to be filled at no cost to Warren County and will provide access to a much wider pool of candidates to fill same.
- IV. Referral/Pending Items
- V. Information for Discussion/Review
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments

#1 Resolution Request Form _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Assigned Counsel

DATE: 2/23/2016

- (a) Title of Requested Position: **Clerk**
- (b) Annual **Base** Salary (and Grade if Applicable): **Less than Part-Time \$15,218, Grade 2**
- (c) Effective Date for New Position:* **1/21/2016**
*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): **Assistant to the Assigned Counsel Administrator, \$15,218.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A. 1170 110, Clerk, \$15,218.00 - OILS Grant, Contract # 552.**
- (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**