

Finance/Personnel Committee

District Attorney Office

AGENDA

May 20, 2016

Committee Members: CONOVER, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard,
Frasier, Beaty, McDevitt, Braymer

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Request to eliminate one position and create a new position.
Rationale: Eliminate a Legal Assistant position at a salary of \$36,089.00 vacated due to resignation and create a Senior Typist position at a salary of \$27,027.00.
 2. Request to fill position.
Rationale: Permission to fill position Senior Typist position.
- IV. Referral/Pending Items
N/A
- V. Information for Discussion/Review
N/A
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to adjourn

Attachments

1. Notice of intent to fill vacant position.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: District Attorney

DATE: May 16, 2016

- (a) Title of Requested Position: **Senior Typist**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$27,027.00**
- (c) Effective Date for New Position:* **May 23, 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):
Legal Assistant \$36,089.00 delete as of June 23, 2016
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1165 110 District Attorney Regular Salaries
- (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: **District Attorney** Payroll Dept. No: **5.0**
Title of Position: **Senior Typist** Base Salary of Position: **\$27,027.00** Grade: **04**
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: **A.1165 110 District Attorney Regular Salary Union** Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other - **new**
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 **PCN**
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 5-17-16**

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 **W. B. Myler** Date **5/18/16**

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 **5/20/16**

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee **Finance, Personnel & Higher Education**

- 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 **Frank E. Thomas** Date _____