

SUPPORT SERVICES COMMITTEE  
COUNTY ATTORNEY AGENDA  
APRIL 20, 2016

*Committee Members: Supervisors Vanselow, Frasier, McDevitt, Wood, Brock, Seeber,  
Montesi, and Leggett*

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
  - 1.) Resolution Request - To allow for Part time Legal Assistant to continue for an Additional 6 weeks
  - Withdrawn ✗ 2.) Resolution Request - To ratify actions of County Attorney in creating a Part time Temporary Position of Law Department Office Assistant
  - 3.) Notice To Fill – Assistant County Attorney (Form 12 previously submitted)
  - 4.) Resolution Request – To Transfer funds for Part Time Staff
  - 5.) Resolution to Increase Salary of Non Union Position
- IV. Referrals/Pending Items:

None.
- V. Discussion Items:

None.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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Attachments:

Form 11  
Form 10  
Form 13  
Form 20

**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: 1420 Law (County Attorney)**

**DATE: 4/20/16**

- (a) Purpose of Request: to extend Temporary Part Time Legal Assistant position for an additional 6 weeks
- (b) Details:
- (c) Previous Resolution Number:
- (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

Withdrawn

**RESOLUTION REQUEST FORM NO. 11**

*Request to Create New Position*

DEPARTMENT NAME: 1420 Law - County Attorney

DATE: 4/20/2016

- (a) Title of Requested Position: Temporary Part Time Law Department Office Assistant
- (b) Annual Base Salary (and Grade if Applicable): \$20 per hour for 12 weeks
- (c) Effective Date for New Position:\* April 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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.1420 130 Salaries - Part Time
- (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: Law Payroll Dept. No.: 16.0 | A.1420

Title of Position: <sup>ist</sup>Assistant County Attorney Base Salary of Position: 70,029 Grade:

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

Budget code and title: A.1420 110 - Law (County Attorney) Salaries, Regular Union  Non-Union

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

Employee No.: 9100 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 *fw*

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. AP A-1A-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. Agles Date 4/18/16

### 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 4/20/16

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 \_\_\_\_\_

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: 1420 Law (County Attorney)

SIGNED: B. Allen

DATE: 4/20/16

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 110	Salaries - Regular	A.1420 130	Salaries-Part Time	\$9,000

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request: A full time staff has not been hired, and temporary part time has been engaged to fill the need

Please file original request with Clerk of the Board and retain copy for your records.