

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE S. LINEHAN, DEPUTY

**Warren County Support Services Committee: Co. Clerk/DMV
Wednesday ~ July 20, 2016 ~ 10:15 a.m.**

I. Committee Meeting Call to Order: Chairman Ron Vanselow.

II. Action Agenda/New Business: **County Clerk - DMV**

A. Employee Vacancy – Notice to Fill

1.) Notice to Fill: Motor Vehicle License Registration Clerk FT: Gr. 8, Base: \$ 32,238.

This vacancy is due to the resignation of a 6 yr employee to accept a position in the Dept. of Social Services. . Position is essential to adequately staffing the DMV to service 60,000 transactions/\$ 3 million operation (note: over \$ 440,000 remains with Warren County). Training time is significant. Note: Office has already experienced a staff reduction of 1.5 MV Clerks. Appt. will be from Civil Service eligible list. Funded in 2016 budget: A 1410 110. (New hire will be at approx. \$ 5400 less than current employee's step.) Notice being circulated thru: Personnel Officer, HR, Co. Administrator, Budget Officer to Supervisory Committee.

III. Old/Other Business: None.

IV. Thank you!

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: County Clerk Payroll Dept. No.: 15

Title of Position: Motor Vehicle License Registration Clerk ^{#7} Base Salary of Position: \$ 32,238 Grade: 8

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

Budget code and title: A 1410 110 Union Non-Union

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

Employee No.: 1135 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other % DMV transactions generate revenue for the county.

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. 7-15-16

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. M. [Signature] Date 7/18/16

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 7/18/16

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 _____