

Information Technology  
Support Services Committee Meeting  
January 24, 2017  
Information Submitted by: Michael Colvin

Action Agenda/New Business

**Request Resolution:**

Create position of Computer Help Desk Technician 2 and delete Web/Intranet developer. Increase salary from \$41,208/year to \$50,000/year. Change position from salary to hourly.

**Rationale:**

With the departure of an employee, this employee will spend more time doing computer support and will require additional hours as needed. Salary adjustment is to bring salary more in-line with value of position. Due to other departmental changes, there is no effect on the current budget.

**Request Resolution:**

Request a Temporary Computer Help Desk Technician, for a period not to exceed three months at a rate of \$20.00 per hour.

**Rationale:**

With departure of an employee, it will take approximately two to three months to get an eligible list created to hire someone. Due to resignation, there is no effect on the current budget.

**Request Resolution:**

Intent to fill Computer Help Desk Technician position due to resignation.

**Rationale:**

Necessary and needed position. Since position was in budget and anticipate hiring someone with less experience at a lower salary, there is no effect on the current budget.

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME:** Information Technology

**DATE:** January 24, 2017

- (a) Title of Requested Position: **Computer Help Desk Technician II**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$50,000**
- (c) Effective Date for New Position: \* **Upon Approval**  
\*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):  
**Web/Intranet Developer**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A1680.110**
- (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. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME:** Information Technology

**DATE:** January 24, 2017

- (a) Title of Requested Position: **Temporary Computer Help Desk Technician**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$20/hour**
- (c) Effective Date for New Position:\* **Upon Approval**  
\*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:  
**A1680.110**
- (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: **Information Technology** Payroll Dept. No:  
Title of Position: **Computer Help Desk Technician** Base Salary of Position: **\$35,000/year** Grade:  
Filling at Step # (If Known): Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: **A1680.110, Salaries-Regular** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: **10678** 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 PW 1/20/17  
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. AD 1/20/17

### 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 B. M. Kelly Date 1/20/17

### 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 1/20/17

### 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 R. S. V. Date 1/24/17

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: Information Technology Payroll Dept. No:
Title of Position: Computer Help Desk Technician Base Salary of Position: \$50,000/year Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: A1680.110, Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
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. 1/20/17 (upon creation)

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 [Signature] Date 1/23/17

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 [Signature] Date 1/23/17

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 1/24/17

# 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: **Information Technology** Payroll Dept. No: \_\_\_\_\_  
Title of Position: **Temporary Computer Help Desk Technician** Base Salary of Position: **\$20/hour** Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_ Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: **A1680.110, Salaries-Regular** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
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 *Temp Pen 1/20/17*  
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. *(P) 1/20/17 (upon creation)*

### 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. Kelly* Date *1/23/17*

### 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 *1/23/17*

### 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 *NSW* Date *1/24/17*