

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

**Warren County Support Services Committee: Co. Clerk/DMV
Monday, Aug. 21, 2017**

- I. Committee Meeting Call to Order: Supervisor Edna Frasier
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business:

A. Employee Vacancies – Notices to Fill : Extensions (2)

**1.) Extension: Notice to Fill: Recording Clerk PT, Gr. 7, Base: \$ 31,872 (15/3233 hourly/1000 hours yr.)
(Previously approved 1/24/2017)**

Position is part-time (formerly a FT position, reduced to PT in 2013-14 budget cycle); responsible for imaging of Supreme Court case files. FT staff addresses all current/daily imaging and indexing of Court Actions, all recording and filing; PT assigned to completing back file project scans. Resignation due to employee's acceptance of FT teaching position. Funded in 2017 budget: A 1665 130 Part-time salaries. No benefits. No responses to eligible list (due to part-time status). Will post.

2.) Extension: Notice to Fill: Motor Vehicle License Registration Clerk PT: Gr. 8: \$ 33,189 (\$15.9562 hr)/1040 hours. (previously approved 1/24/2017)

Notice to fill previously approved, vacancy caused with appointment to FT position. Anticipate Civil Service Eligible list and reinstatement candidate; (CS eligible list became available end of Jan. 2017; however, was filling 2 FT positions, extensive training involved for DMV. Will be able to return to candidates after Labor Day. Funded in 2017 budget : A 1410 130 Part-time salaries. Flexible scheduling, follows peak times in DMV (vacations/peak days/renewals). No benefits.

Note: County Clerk/DMV has had to appoint and train 4 FT employees in one year (3 since April 2017), thus the concentration on the FT positions. PT are necessary, anxious to get in place.

B. Transfer of Funds: A 1410 130 PT to A 1410 120 Overtime : \$ 700

Unexpended funds in PT can be made available to OT for DMV. Due to high volume, seasonal demands, and vacation/sick/personal leave, overtime is necessary; have utilized initial appropriation (\$ 2000). 2016 (used \$ 2799). Funds are available for transfer.

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: Public Records Payroll Dept. No.: 22

Title of Position: Recording Clerk PT Base Salary of Position: \$ 31,872/\$15.3233 hr Grade: 7

Filling at Step # (If Known):

Budget code and title: A 1410 130 Union Non-Union

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

Employee No: 11870 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 PCW
7/28/17

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 7/28/17

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 L. B. Melt Date 8/7/17

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 8/9/17

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 Edna A. Traver Date 8/21/17

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: County Clerk Payroll Dept. No.: 15

Title of Position: Motor Vehicle License Registration Clerk PT Base Salary of Position: \$ 33,189/\$15.9562 hr

Grade: 8

Filling at Step # (If Known):

Budget code and title: A 1410 130 Union Non-Union

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

Employee No: 12902 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other % DMV transactions generate significant revenue for Warren Co. .

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *Don 7/28/17*

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. *AT 7/28/17*

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 *W. B. M. [Signature]* Date 8/7/17

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 8/9/17

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 *Edna A. Francis* Date 8/21/17

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Warren County Clerk

SIGNED: 

DATE: 8/16/2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 1410 130	Part Time Salaries	A 1410 120	Overtime Salaries	\$ 700

Please state reason for transfers requested:

To balance OT account - due to high volume, vacations, seasonal demands.

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:

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