

**SOCIAL SERVICES COMMITTEE**  
**COUNTRYSIDE ADULT HOME**  
**AGENDA**  
**FEBRUARY 23, 2018**

Committee Members: Frasier, McDevitt, Braymer, Leggett, Loeb, Hyde, Magowan and Sokol.

- I. Committee Meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee Meeting
- III. Action Agenda
- IV. Request Resolution:  
Request to Create and Fill the position of Per Diem Institutional Aide, Grade 3, Annual Salary #27,316.  
Rationale:  
This position can be filled on a per diem basis to cover temporary vacancies and staff leaves, which will reduce the need for overtime.  
  
Referrals/Pending Items  
None
- V. Information for Discussion/Review  
-Census Update (Admissions & Discharges)  
-Overtime Report
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to Adjourn

Summary of Attachments:

- Create and Fill Institutional Aide, Per Diem
- Census
- Overtime Report

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

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

**DEPARTMENT NAME: COUNTRYSIDE ADULT HOME**

**DATE: 2/23/18**

- (a) Title of Requested Position: **PER DIEM INSTITUTIONAL AIDE**
- (b) Annual Base Salary (and Grade if Applicable): **(Grade 3) \$27,316**
- (c) Effective Date for New Position: \* **March 16, 2018**  
\*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 6030 - Countryside Salaries**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

# 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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.000  
Title of Position: INSTITUTIONAL AIDE - PER DIEM Base Salary of Position: 27,316 Grade: 03  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A 6030 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: New Position Date of Vacancy: New Position  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State 50 %  Other \_\_\_\_\_ %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other Labor  
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. PW 2/21/18  
Human Resources Director has approved this form when initialed. 10 2/22/18

### 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 2/23/18

### 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 2/26/18

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social 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 2/23/18

ADMISSIONS

DISCHARGES

JANUARY

0

0

CENSUS = 34

