

SOCIAL SERVICES COMMITTEE COUNTRYSIDE ADULT HOME AGENDA OCTOBER 29th, 2018

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

- I. Committee Meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee Meeting
- III. Action Agenda
 - A. Request to Create and Fill Part-Time Food Service Helper Position

Referrals/Pending Items

None
- IV. Information for Discussion/Review
 - Census/Marketing Update (Admissions & Discharges)
 - Overtime Report
- V. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to Adjourn

Summary of Attachments

- Create Position of Part-Time Food Service Helper
- Notice of Intent to Fill Part-Time Food Service Helper Position
- Census/Marketing
- Overtime Report

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: October 29th, 2018

- (a) Title of Requested Position: PART-TIME FOOD SERVICE HELPER
- (b) Annual **Base** Salary (and Grade if Applicable): \$26,743.00
- (c) Effective Date for New Position:* November 26th, 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):
INSTITUTIONAL AIDE #7
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.6030.130 Salaries-Regular
- (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: YES
- (h) Is there expected revenue from this position? If so, please explain: YES 50% State Reimbursed

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: 42.00
Title of Position: ~~Part Time~~ Food Service Helper #4-DT Base Salary of Position: \$26,743.00 Grade: 2
Filling at Step # (If Known): _____
Budget code and title: A6030 130 Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12969/D.Durkin Date of Vacancy: November 26, 2018
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. Do 10/19/18
Human Resources Director has approved this form when initiated. 10/19/18

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 _____ Date _____

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 _____ Date _____

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 _____ Date _____

