

**SUPPORT SERVICES COMMITTEE**  
**BOARD OF ELECTIONS AGENDA**  
**JANAURY 26, 2018**

*Committee Members: Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Wild,  
Driscoll and Vacant*

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
  - 1) Request to fill the vacant position of Republican Deputy Commissioner of the Board of Elections, Annual Base Salary \$46,781, due to resignation.
- IV. Referrals/Pending Items:
  - None.
- V. Discussion Items:
  - None.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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Attachments:

# 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: Board of Elections Payroll Dept. No: 18/ A.1450  
Title of Position: Deputy Commissioner Elections #1 Base Salary of Position: 46,782 Grade: n/a  
Filling at Step # (If Known): n/a  
Budget code and title: A.1450 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 12703/ Hayes Date of Vacancy: 1/29/2018  
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 UNCLASSIFIED  
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. SCA 1/11/18  
Human Resources Director has approved this form when initialed. AG 1-11-18

### 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 1/11/18

### 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 1/12/18

### 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 William Lock Date 1/2/18