

SUPPORT SERVICES COMMITTEE
COUNTY ATTORNEY AGENDA
JUNE 20, 2018

Committee Members: Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Driscoll

- 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 enter into a settlement agreement and write off remaining uncollectable Westmount receivable.
 - 2. Request to create and fill the position of Legal Assistant – Real Estate
 - 3. Request to create and fill the position of Secretary to County Attorney-Temporary
 - 4. Request to fill the vacant position of Secretary to County Attorney
- 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

Attachments:

Form 20 – Miscellaneous

Form 11- Request to Create New Position (2)

Form 12 – Request to Fill Vacant Position (3)

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: 1420 - Law (County Attorney)

DATE: 6/20/18

- (a) Purpose of Request: **To enter into a settlement agreement and charge-off remaining uncollectable Westmount receivable**
- (b) Details: **to be discussed**
- (c) Previous Resolution Number: **225 of 2018**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: COUNTY ATTORNEY

DATE: JUNE 20, 2018

- (a) Title of Requested Position: **Legal Assistant - Real Estate**
- (b) Annual Base Salary (and Grade if Applicable): **\$40,000 - \$50,000 depending on experience**
- (c) Effective Date for New Position:* **July 20,2018**
*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: **Position is not included in 2018 Budget; however funds are available in the departmental contract budget code.**
- (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: COUNTY ATTORNEY

DATE: JUNE 20, 2018

- (a) Title of Requested Position: **Secretary to County Attorney - Temporary**
- (b) Annual Base Salary (and Grade if Applicable): **\$45,084 pro-rated to not to exceed 32 hours per week.**
- (c) Effective Date for New Position:* **July 20, 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: **Position is not included in 2018 Budget; however, funds are available to be transferred from within the departmental budget**
- (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: Law (County Attorney) Payroll Dept. No: 1420

Title of Position: Secretary to County Attorney-Temporary Base Salary of Position: \$45,084* Grade: _____

*pro-rated to not to exceed Thirty-Two hours per week.

Filling at Step # (If Known): _____

Budget code and title: A.1420 130 Law Salaries – Part-Time Union Non-Union

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

Employee No./Last Name: _____ Date of Vacancy: _____

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. _____

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 _____

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: Law (County Attorney) Payroll Dept. No: 1420

Title of Position: Secretary to County Attorney Base Salary of Position: \$45,084 Grade: _____

Filling at Step # (If Known): _____

Budget code and title: A.1420 110 Law Salaries - Regular Union Non-Union

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

Employee No./Last Name: 10565/Sady Date of Vacancy: July 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

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. _____

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 _____