

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING

PROBATION AGENDA

July 18, 2022

COMMITTEE MEMBERS: Supervisors Geraci, Braymer, Seeber, Dickinson, Driscoll, McDevitt and Diamond - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: To amend Resolution 265 of 2022 to increase salary of Administrative Secretary to Grade 8, Step 3, \$48,366 retroactive to Shelley Clarke's start date in this position, June 27, 2022.
Rational: Administrative Secretary Shelley Clark has at least three years' service with the county and is deserving of step 3 in her new position as Administrative Secretary. This was indicated in the resolution request presented to the committee on May 23, 2022.
- IV. Discussion Items:
- V. Referrals/Pending Items: None
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments: 1. Resolution Request Form No. 20

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: Probation

DATE: July 18, 2022

- (a) Purpose of Request:
To amend Resolution 265 of 2022 to increase salary of Administrative Secretary to Grade 8, Step 3, \$48,366 retroactive to Shelley Clarke's start date in this position, June 27, 2022.

- (b) Details:
Administrative Secretary Shelley Clarke has at least three years' service with the county and is deserving of step 3 in her new position as Administrative Secretary. This was indicated in the resolution request presented to the committee on May 23, 2022.

- (c) Previous Resolution Number:
R 265 of 2022

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.3140 110 Probation Salaries-Regular- \$48,366

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

*** as listed in budget and LOGOS**

Warren County Board of Supervisors

RESOLUTION NO. 265 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 TO CREATE/DELETE POSITIONS IN PLANNING & COMMUNITY DEVELOPMENT; PROBATION; AND THE DEPARTMENT OF SOCIAL SERVICES

AMENDED FROM THE FLOOR

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

PLANNING & COMMUNITY DEV.

Creating Position of:

A.8021 110

TITLE:

Office Specialist - FT

EFFECTIVE DATE

June 6, 2022

BASE ANNUAL SALARY

\$36,414

PROBATION

Creating Position of:

A.3140 110

TITLE:

Administrative Secretary

EFFECTIVE DATE

June 27, 2022

BASE ANNUAL SALARY

\$44,913

Deleting Position of:

A.3140 110

TITLE:

Principal Steno Confidential

EFFECTIVE DATE

June 27, 2022

BASE ANNUAL SALARY

\$44,913

SOCIAL SERVICES

Creating Position of:

TE.6010 130

TITLE:

Community Services Worker - Less Than Part Time (Up to 20 hrs)

EFFECTIVE DATE

May 23, 2022

BASE ANNUAL SALARY

\$37,918

Grade 8

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 5/23/2022

- (a) Title of Requested Position: **Administrative Secretary**
- (b) Annual Base Salary (and Grade if Applicable): ***Management Confidential, Grade 8, Base Salary \$44,913, Step 3 Requested \$48,366**
- (c) Effective Date for New Position*: **ASAP**
**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):
Principal Steno Confidential, Base Salary \$44,913, Grade 8, current salary \$55,253.
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.3140.110, Probation - Salaries, \$48,366
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
10% State Reimbursement already included in 2022 Budget, A.3140.3310, Probation \$204,000