

2022 PERSONNEL REQUEST FORM - PERSONNEL FTE ADDITIONS, OVERTIME CHANGES, ON CALL CHANGES

0.67

Department Manager		Human Resource Manager		Department Manager				Department Manager	Department Manager	Department Manager	Department Manager	Department Manager											
FTE Position Name	FTE Description	Human Resource Recommendation Yes, No, Push, Need Information: Y, N, P, N	HR Manager Priority	HR Mgr. Comments	Governmental or Business	Department	Department Manager Priority	Year of Initial Request	Year to Include in Budget	Ranking (1, 2, 3, ...)	Justification	Persons/ Entities to Benefit	Alternatives	Consequences of Postponement /Denial	FTE Quantity	Job Description Submitted to Personnel (Y or N)	FTE Physical Location	Total \$ Revenue or Outside Funding	Source of Revenue or Outside Funding	Cost including salary and benefits	Net Cost	Related Operating Costs (Yearly \$)	Description of Related Operating Costs
Governmental Activities																							
Groundskeeper	Additional .67 FTE to adjust current temporary / part-time position to year-round full time				G	B&P		2022	2022		The County has not received any applications for	DEPT	Continue seeking season help or hire outside contractor to complete necessary work.	Work is not being completed to the standards of the department. It is unlikely a quality candidate is to be hired under the current position description. As grounds-care tasks are deferred the higher potential costs rise to replace or refurbish existing landscaping.	0.67	Y	B&P	\$ -	N/A	\$ 37,396	\$ (37,396)	\$ -	N/A

2022 PERSONNEL REQUEST FORM - FTE RECLASSIFICATIONS

Department Manager		Human Resource Manager							Department Manager									
Current Position Title	New Position Title	Human Resource Recommendation Yes, No, Push, Need HR mgr.	Recommendation (Y or N)	HR Mgr. Comments	Governmental or Business	Department	Dept. Manager Priority	Year of Initial Request	Year to Include in Budget	Justification	Persons/ Entities to Benefit	Alternatives	Consequences of Postponement /Denial	Job Description Submitted to Personnel (Y or N)	Total \$ Revenue or Outside Funding	Source of Revenue or Outside Funding	FTE Cost including salary and benefits	Net Cost
GOVERNMENTAL ACTIVITIES																		
Facilities Management Administrative Assistant IV	Facilities Management Office Technician (Admin V equivalent)				G	B&P		2020	2022	For the past few years, the Public Works Department has sought to reclassify the Facilities Management Division's existing Office Assistant position (formerly Administrative Assistant IV) to the next higher level position of Office Technician (formerly titled Administrative V). The reclassification is necessary to align the role with the professional level administrative requirements of the Facilities Management Division. Since the FM Division was formed as part of the departmental restructuring by the County Manager in 2018, it has been apparent that the role of Office Assistant did not meet the higher level of administrative requirements and technical competencies of the FM Division. The FM Division Office Technician position requires many diverse tasks. Of particular importance is fiscal / financial support including departmental accounting, processing of accounts payable invoices, budget monitoring and assistance, and vendor coordination.	DEPT	The alternative is the leave the position at Admin IV	The consequence is not compensating the position at a rate concurrent with the complexity of the work being performed.	Y	\$ -	N/A	\$ -	\$ -
Facilities Management Administrative Assistant IV	Continued									The FM Office Technician occasionally serves as a lead worker with some responsibility for work performed by others, creates spreadsheets for tracking of various accounts and activities, creates and reviews communications, develops new filing systems and other organizational processes, monitors the status of various capital assets, amongst many other responsibilities. The FM Division Office Technician is a critical role in the department and this reclassification will be an important alignment of the role with the daily job requirements.								