



Board of County Commissioners Agenda Request

8C
Agenda Item #

Requested Meeting Date: 8/14/2018

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Bobbie Danielson	Department: HR
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 minutes
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Summary of Issue:

7/25/2018 Personnel Committee unanimously recommends:

*Hire a temporary clerical worker in the Land Department to assist with data entry and other related tasks. Not to exceed 104 days. (Est. 2 days per week for one year.)

The Office Assistant V incumbent was hired 2/16/2018 and will be doing her 1st year of tax forfeit work in the field. The temporary clerical worker will provide needed assistance in the office.

This is a non-budgeted position, but the expense can be fully covered in the 2018 Land Dept budget with savings that will be incurred from a mid-year retirement.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to authorize hiring a temporary clerical worker, not to exceed 104 days, for the Land Department.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

\$14.06/hour ---- Est. \$13,470.15 over 104 days. (Savings due to retirement estimated at \$32,405 minus any PTO payout. Even if at max PTO accrual payout, there is still considerable savings in the Land Dept budget.)