



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: January 24, 2023

Title of Item: Personnel Committee Recommendations

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| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
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| Submitted by: Bobbie Danielson, HR Director | Department: HR Dept. |
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| Presenter (Name and Title): Bobbie Danielson, HR Director | Estimated Time Needed: 3 minutes |
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Summary of Issue:

The Personnel Committee unanimously recommends changing one full-time Accounting Technician position (currently vacant) to a full-time Case Aide position. Both are Grade 4 positions.

Former HHS Director Cynthia Bennett (now retired) shared: Due to conducting lean processes and utilizing technology we do not need to replace this Accounting Tech position. She proposed that we reclassify the Accounting Tech to a Case Aide who can work at the front reception area (cost neutral). Case Aides focus on the more complex level tasks to support Social Workers and Financial Services staff. The personnel committee unanimously supports this request. Sarah Pratt, newly hired HHS Director, also supports this request.

Alternatives, Options, Effects on Others/Comments:

Job descriptions available from HR upon request.

Recommended Action/Motion:

Motion to change one Accounting Tech position (vacant) to a Case Aide position and authorize filling the full-time position.

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:*

This is a budgeted position. (Case Aide is the same grade level as Accounting Tech, both Grade 4's.)