

PERSONNEL COMMITTEE MEETING MINUTES
FEBRUARY 15, 2019

PERSONNEL COMMITTEE MEMBERS PRESENT: Campbell, Hogan, Moore (Vice Chairman making quorum)

PERSONNEL COMMITTEE MEMBERS ABSENT: Hicks, LaPointe, Fedler

SUPERVISORS: Henke, Ferguson, Shaw, Middleton, O'Brien, Skellie, Clary

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Melissa Fitch, Personnel Officer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Department Staffing Requests/Staffing Pattern Changes:
 - A. Department of Social Services
 - 1) Welfare Employment Representative – Backfill
 - 2) Typist - Backfill
 - B. Sheriff
 - 1) Senior Typist - Backfill
- 3) Other Business
- 4) Adjournment

In the absence of Chairman Hicks, Supervisor Campbell called the meeting to order at 9:45 A.M.

STAFFING REQUESTS: The Personnel Officer addressed the following staffing requests, handout attached.

DEPARTMENT OF SOCIAL SERVICES:

- Welfare Employment Representative – Backfill - A motion to approve backfill, Welfare Employment Representative due to a transfer to Sr. Social Services Examiner position in Child Support Unit effective February 28, 2019, was moved by Mr. Moore, seconded by Mr. Hogan and adopted.
- Typist – Backfill – A motion to approve backfill, Typist due to a promotion effective February 28, 2019, was moved by Mr. Hogan, seconded by Mr. Moore and adopted.

SHERIFF:

- Senior Typist – Backfill - A motion to approve backfill, Senior Typist due to a resignation effective February 28, 2019, was moved by Mr. Hogan, seconded by Mr. Moore and adopted.
- Civil Clerk – A motion to approve backfill, Civil Clerk due to a resignation effective February 28, 2019, was moved by Mr. Moore, seconded by Mr. Hogan and adopted.

OTHER BUSINESS:

- Backfill Requests – The County Administrator suggested discussing in the future possibly approving cascading backfills when backfilling a senior level position and various title eligible to fill the backfills.

The meeting adjourned at 9:50 A.M.

Debra Prehoda, Clerk

Washington County Board of Supervisors



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Personnel Committee Mtg. February 15, 2019
Chairman Hicks, Supervisors: Campbell, LaPointe, Fedler, Hogan

STAFFING:

DSS -

Backfill - Welfare Employment Representative

Backfill - Typist

Sheriff-

Backfill - Senior Typist

Backfill - Civil Clerk

**Personnel Committee
Position Fill Request Form**

Date: 2/6/19

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Welfare Employment
Representative

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$21.66/hr.

Base Rate/Salary if Filled:

\$20.04/hr.

Number of Hours/Week:

40

Reason Position is Being Vacated:

Transfer to Sr. Social Services
Examiner - Child Support

Date the Position will be Vacated:

February 28, 2019

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time?

No

How Many Positions of the Same Title are in the Unit/Department?

4

What is the source of the funding?

Reimbursement varies with program;
at most there is a 25% local cost

**Personnel Committee
Position Fill Request Form**

Date: 2/6/19

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Typist

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$16.98

Base Rate/Salary if Filled:

\$14.67

Number of Hours/Week:

40

Reason Position is Being Vacated:

Promotion

Date the Position will be Vacated:

February 28, 2019

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

14

What is the source of the funding?

Reimbursement varies with program;
at most there is a 25% local cost

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date:

February 12, 2019

Department:

Sheriff

Is the Request for a Backfill or New Position?

Backfill Civil

Title of Civil Service Position:

Senior Typist

Pay Rate/Salary of Last Person in Position:

\$17.08

Base Rate/Salary if Filled:

\$17.08

Number of Hours/Week:

35

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

February 28, 2019

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

If a Full Time Position, Could it be a Temporary or Part-Time Position?

No

How Many Positions of the Same Title are in the Unit/Department?

0

What is the Source for Funding the Position?

Current Budget

**Personnel Committee
Position Fill Request Form**

Date:

February 12, 2019

Department:

Sheriff

Is the Request for a Backfill or New Position?

Backfill Civil

Title of Civil Service Position:

Civil Clerk

Pay Rate/Salary of Last Person in Position:

\$17.08

Base Rate/Salary if Filled:

\$17.08

Number of Hours/Week:

40

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

February 28, 2019

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

If a Full Time Position, Could it be a Temporary or Part-Time Position?

No

How Many Positions of the Same Title are in the Unit/Department?

1

What is the Source for Funding the Position?

Current Budget