

Richland County Committee

Agenda Item Cover

Agenda Item Name: Item #5: regarding the timeline and transition of functions from the County Clerk's Office to the County Administrator's Office and #6 establishment of the number of employees in the County Clerk's Office and County Administrator's Office

Department	Administration	Presented By:	Administrator
Date of Meeting:	16 Dec 2020	Action Needed:	Vote / Recommendation to F+P and R+R
Disclosure:	Open Session	Authority:	Resolution 20-126
Date submitted:	15 Dec 2020	Referred by:	

Recommendation and/or action language:

Pending discussion, committee may take action to make recommendations to the Finance and Personnel for consideration and advancement to the County Board.

Multiple recommendation options are presented in attachment C.

Background: *(preferred one page or less with focus on options and decision points)*

In the November 6th Committee meeting, the Administrator Transition Committee took action to acknowledge the need for staff support for the Administrator.

In the December 4th Committee meeting, the Administrator Transition Committee discussed authorization of positions and amendments to position descriptions. Motion was made to recommend to the County Board to authorize two job positions for the County Administrator and one job position for the County Clerk. No vote was called on the motion and the motion died. The committee requested that a plan be developed including office space and location and a transition timeline.

As such the attached documents are presented in efforts to inform the committee on functions, offer options for transition and recommendations for space.

Attachments and References:

A. Position Transition (Position Functions)	B. Time-line options
C. Possible recommendations	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
X	Apportionment needed	Requested Fund Number	Undesignated General Fund
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Additional expenses if clerical Assistant is added = (Grade F/Step2) \$17.31 x 2080 x (32%beni) = \$47,526.34

Additional expenses for unforeseen changes = ?

Additional expenses for Computer Room reconfiguration = ?

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Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)
