

<u>Options:</u>	The following items are listed recommendations to be considered in transitioning authorities and responsibilities: Possible action language: "...Motion to make the following recommendations to the Finance and Personnel Committee for consideration and advancement to the County Board for resolution (with possible ordinance amendment)"	<u>Sooner...</u>	<u>Later...</u>	<u>End of cycle...</u>
Functions	The Richland County Administrator Assumes Authority and Responsibility for Human Resources Functions....	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Functions	The Richland County Administrator Assumes Authority and Responsibility for Financial Functionseffective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	*Recommendation for _____ to recruit a replacing accounting supervisor ...	Immediately	Immediately	Immediately
Functions	The Richland County Administrator Assumes Authority and Responsibility of managing the County's Insurance Programseffective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Functions	Richland County Ordinance No. 20-26 "An ordinance Amending Ordinance #86-6 and #88-3 Relating To Designating The County Clerk As the Administrative Coordinator Of The County" is repealed and the additional functions once associated with assignment of Administrative Coordinator be removed from the County Clerk and assigned to the County Administrator...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
Personnel	The Accounts Payable Specialist is retitled to Deputy County Clerkeffective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	<div>The retitled Deputy County Clerk Position will relinquish the HR and Financial duties identified in the Position Transition Document to the Administrator's Office for reassignment...</div> <div>The retitled Deputy County Clerk Position will assume additional County Clerk duties, from the Accounting Supervisor and Payroll & Benefits Specialist positions, as identified in the Position Function Transition Document as assigned by the County Clerk...</div> <div>The retitled Deputy County Clerk Position will be assigned to the pay grade G (matching the Clerk of Court Deputy)...</div> <div>Added budget expenses will be placed on the Administrator's budget with anticipation of utilizing undesignated general funds to cover over expenditure</div>			
Personnel	By authority of State Statute 59.22(2)(c)1.b the Accounting Supervisor position is reduced in the County Clerk's Office and added to the County Administrator's Office...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	<div>Duties associated with functions of the County Clerk's Office will be removed or amended in accordance with the Position Transition Document...</div> <div>The Accounting Supervisor Position will be assigned to the pay grade J...</div>			
Personnel	By authority of State Statute 59.22(2)(c)1.b the Payroll & Benefits Specialist position is reduced in the County Clerk's Office and added to the County Administrator's Office...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022

	Duties associated with functions of the County Clerk's Office will be reassigned to the Deputy Clerk in accordance with the Position Transition Document...			
	The Payroll & Benefits Specialist Position will be assigned to the pay grade H...			
Personnel	By authority of State Statute 59.22(2)(c)1.b a position of County Administrator's Office Clerical Assistant is added to the County Administrator's Office...	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	This position is proposed to handle Financial and HR Duties of the former "Accounts Payable Specialist" and additional administrative support duties.			
	The County Administrator's Office Clerical Assistant Position will be assigned to the pay grade F...			
Office Space	Recommend the "Computer Room" currently assigned to the County Clerk's Office be reassigned as the "Administrator's Office"	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	Recommend that the main office area in the County Clerk's Office be shared to accommodate the Deputy County Clerk, Accounts Payable Specialist, Payroll & Benefit Specialist and Clerical Assistant			
	Recommend that MIS be consulted with finding an alternative location/solutions for the existing AS400 computer system, that allows staff access for trouble shooting and solution for data backup			
Transition	Recommendation that the County Clerk continue with involvement in the County Financials, HR, and Insurances in the role of teaching, coaching, and advising the County Administrator.	...effective February 1st, 2021	...effective July 5th	...effective January 1st, 2022
	Recommendation that the County Administrator work with the County Clerk on ensuring appropriate access remains in place for the Clerk to gather necessary reports and information			
	Recommendation that the County Administrator work with the County Clerk to provide staffing support for the elections and supporting efforts			
	Recommendation that the County Administrator work with the County Clerk in identifying budgetary impacts and bring forward amended office budgets reflecting changes in personnel and functions			