

Richland County Administration Transition Committee

Agenda Item Cover

Agenda Item Name: Job Positions in County Administrator's and County Clerk's Offices

Department	Administration	Presented By:	Melissa Luck
Date of Meeting:	November 20, 2020	Action Needed:	Vote on a Motion
Disclosure:	Open	Authority:	Resolution # 20-126
Date submitted:	November 20, 2020	Refer to:	Finance & Personnel Committee

Recommendation and/or action language:

Motion to recommend to the County Board to authorize two job positions for the County Administrator and one job position for the County Clerk. .

Background:

On October 27, 2020, the County Board approved Resolution #20-126 creating a Temporary County Administrator Transition Committee (see Attachment A) to perform the following:

- Identify the staffing needs of the County Administrator.
- Evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office.
- Identify what office space the County Administrator and his staff will occupy.

On September 15, 2020, the County Board approved Resolution #20-107 establishing a Strategic Plan and Administrative Priorities (see Attachment B). Of the 10 priorities ranked by the County Board (referred to as "Challenges for the County Administrator"), the #2 priority was to "Transition Finance and HR from County Clerk's Office to the Administrator's Office."

The Administrator's job description (see Attachment C), which was last amended by the County Board on July 21, 2020 through Resolution #20-76, details the Finance and HR responsibilities of the Administrator under the following points:

4. Budget Preparation and Execution
5. Financial Reports and Planning
6. Human Resources

Finance and HR functions in Richland County are currently performed in the County Clerk's office. The County Clerk's office is authorized by the County Board to have 3 FTE positions (see Attachment D for job descriptions) to carry out these Finance and HR functions, as well as statutory duties of the County Clerk (see Attachment E). The left margin of each job description in Attachment D tracks the Finance, Human Resources, or County Clerk statutory duties of each position. Since the primary roles of the Accounting Supervisor/Deputy County Clerk and Payroll & Benefits Specialist are Finance and Human Resources, those positions are recommended to shift to the Administrator's office. Similarly, since the primary role of the Accounts Payable Specialist is to fulfill statutory duties of the County Clerk, it is recommended to remain in the County Clerk's office:

Job Position	Primary Function	Recommended Office
Accounting Supervisor/Deputy County Clerk	Finance	County Administrator
Accounts Payable Specialist	County Clerk Statutory Duties	County Clerk
Payroll & Benefits Specialist	Human Resources	County Administrator

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On August 18th, the County Board approved Resolution #20-93, which gave the County Administrator the authority to approve updated job descriptions through an amendment to the Administrative Manual. Should this recommendation be adopted by the County Board, the County Administrator may consider and approve updated job position descriptions for these three positions.

Next steps for this committee are to identify additional staffing needs of the Administrator (if any), further evaluation of existing staff in other departments, and identification of space for the office of the Administrator and his staff.

Attachments and References:

Attachment A – Temporary County Administrator Transition Committee

Attachment B – Strategic Plan and Administrative Priorities

Attachment C – Administrator’s Job Description

Attachment D – County Clerk’s Office Job Position Descriptions

Attachment E – County Clerk’s Statutory Duties

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)
