

Richland County Committee

Agenda Item Cover

Agenda Item Name: Administrator Transition

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (E)
Date submitted:	04 Jan 2020	Referred by:	

Recommendation and/or action language:

Consider recommendations of the Administrator Transition Committee and take action on items proposed on the attached list.

~ Note that the establishment and authority of the Transition Committee expires on February 1st, 2021.

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

A temporary Administrator Transition Committee was formed by County Board Resolution No. 20-126. This temporary committee was tasked with:

1. identify the staffing needs of the County Administrator;
2. 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;
3. identify what office space the County Administrator and his staff will occupy;
4. Presenting recommendations...:
 - a. to the Finance and Personnel Committee as to staff and office space matters; and
 - b. to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrator

The following recommendations were made by the Administrator Transition Committee:

(16Dec2020) Motion Glasbrenner, seconded Luck to recommend to the Finance and Personnel the reduction of the Accounting Supervisor and Payroll Benefits Specialist positions in the County Clerk's Office and addition of the same positions to the Administrator's Office with necessary position function adjustments, effective February 1st. Discussion followed. All Ayes. Motion Carried.

(16Dec2020) Motion Glasbrenner, seconded Turk to recommend to Property Committee the reassignment of the County Clerk's computer room to the Administrator, with joint use of the main office space for both department staff. Discussion followed. All Ayes. Motion Carried.

(06Nov2020) Motion by Turk, seconded by Glasbrenner that the County Administrator needs staff. All Ayes. Motion Carried.

(16Dec2020) Committee member's requested a future agenda item of a position description for the proposed clerical assistant position.

An attached Proposed Action Language – List is prepared for the Committee for consideration.

Attachments and References:

Position Transition – Functions Chart	Transition Timeline – Annual Functions
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Proposed Action Languages - List	Proposed Position Description – Accounting Supervisor
Proposed Position Description – Payroll and Benefits Specialist	Proposed Position Description – County Administrator Office Clerical Assistant
Proposed Position Description – Deputy County Clerk	

Financial Review:

(please check one)

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

(summary of current and future impacts)

If an additional “County Administrator Office Clerical Assistant” position is created, funding would have to be identified from undesignated general funding. Funding from the Clerk’s Office budget to the Administrator’s budget would also be needed to fund added positions and expenses associated with HR and Financial functions (example: AS400 contract, Auditing contract, etc.).

Estimated additional position = \$41,288 in wages + fringe and benefits.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)