

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Pine Valley – reclassifications of Fiscal Clerk (A) to Payroll & Accounts Payable Clerk, and Fiscal Clerk (B) to Billing Specialist

Department	Pine Valley	Presented By:	Tom Rislow
Date of Meeting:	March 2, 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	
Date submitted:	March 2, 2021	Referred by:	Pine Valley Trustees

Recommendation and/or action language: Recommend a motion, "to present a resolution to the County Board for reclassification of Fiscal Clerk (A) – from Pine Valley Wage Grade E (step 5 - \$17.56) to Pine Valley Wage Grade F (step 5 - \$19.85) – and a title change for Fiscal Clerk (A) to Payroll & Accounts Payable Clerk – AND – for reclassification of Fiscal Clerk (B) – from Pine Valley Wage Grade E (step 5 - \$17.56) to Pine Valley Wage Grade F (step 5 - \$19.85) – and a title change for Fiscal Clerk (B) to Billing Specialist”

Background: The Finance & Personnel Committee voted in December of 2019 to recommend to the County board these 2 Fiscal positions be moved from step 5 to step 8 on Pine Valley’s Wage Grade E. However due to an amendment made to Resolution 19-135, the increases did not happen.

Attachments and References:

Reclassification request	Current and proposed job descriptions
Description of additional duties	Review & comments from Patrick Glynn

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	Financial impact for remainder of 2021 = \$7,600
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

To be funded through operations.

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)
