

Richland County Committee

Agenda Item Cover

Agenda Item Name: County Clerk Deputy Position

Department	Administration	Presented By:	Administrator
Date of Meeting:	23 February 2021	Action Needed:	Motion / Recommendation
Disclosure:	Open	Authority:	Resolution 20-126
Date submitted:	22 Feb 2021	Referred by:	

Recommendation and/or action language:

Motion to... (pending discussion) motion to add one Full-time County Clerk Deputy position assigned to the County Clerk.

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

Resolution Language:

2. The Committee shall: 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;

3. The Committee shall present its recommendations to the Finance and Personnel Committee as to staff and office space matters and to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrators, and

Attachments and References:

Proposed Position Description Attached	
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Financial Review:

(please check one)

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

(summary of current and future impacts)

Possible additional expenses if position is added = (Grade F/Step2) \$17.31 x 2080 x (32%beni) = \$47,526.34

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

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