



**Human Resources Office**

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**MEMORANDUM**

**Date:** October 28, 2022  
**To:** Gary Gibson, County Administrator  
**Via:** James Hawkins, Deputy County Administrator  
Patrice Sutton, Chief Financial Officer *PS*  
**From:** John Light, Director of Human Resources  
**Subject:** Request for additional 1.0 FTE for FY 2022 in Department of Transportation Budget

**Action Requested:**

Creation of a second Assistant County Engineer position in the Department of Transportation.

**Analysis:**

The retirement of the long-term Assistant County Engineer prompted the County Engineer to review the organizational structure of the Department of Transportation. Over the last several months, the County Engineer has been in conversation with the County Administrator and Assistant County Administrator regarding a redesign of the organizational structure of the Department of Transportation.

The addition of another Assistant County Engineer is the first step in a multiple step reorganization process. The approval of this step is independent of other actions which may occur later and will require the addition of 1.0 FTE at Grade M12. Future components of this redesign call for additional actions, some involve FTE reductions which offset this increase in headcount.

The organizational structure the County Engineer has proposed is like the organizational structures in other “Collar Counties” and the County Engineer is recommending this structure because it will better position the Department to meet the challenges it faces over the next several years.

Action Requested					
Position Number	Proposed Title	Proposed Grade	Starting Salary	Midpoint	Top of the Salary Range
TBD	Assistant County Engineer	M12	\$117,111	\$150,175.02	\$210,847.17

**Budget Impact/CFO’s Assessment:**

- Current FY Budget – This addition was anticipated in the FY23 budget and is assumed to be budget neutral when several other planned moves are accomplished.
- Long Term Budget - When the full reorganization is complete, it is anticipated that the impact will be cost neutral or potentially a savings on an ongoing basis, depending on the incumbents.

**County Administrator Decision:**

- Recommend Approval      Comments: Forward to F&A Committee for review and final action
- Not Recommended

*Gary Gibson* 10/31/2022  
County Administrator Signature and Date