



June 2, 2025

To: Patrice Sutton, County Administrator
From: Darcy Adcock, Human Resources Director

Re: Regional Office of Education-Staffing realignment and new position request

Department Request [ROE]

Attached.

Human Resources Analysis [Darcy Adcock]

Human Resources reviewed the request from the ROE. They have proposed a realignment that has a neutral impact on the County budget. These changes will strengthen internal operations and more appropriately align funding sources with staff responsibilities.

The requested changes are as follows:

- Position 38002 Executive Assistant and Position 38044 Business Manager are currently funded by the County and will move to ROE funding.
- The above change will allow for the creation of a new HR Specialist position (Grade Salary 9), funded by the County budget. As well as the movement of the current Network Systems Engineer (Position #38009), from the ROE funding to the County budget.

The above changes allow for all TRS eligible positions to be fully funded by the ROE, reducing the County's financial and administrative burden, and standardizes County payroll processes. Also, it provides the ROE additional support in HR and IT, which will support their expanding needs.

The policies in question are as follows:

Policy 5.11 Section 1- Classification of Newly Created Positions