



## Human Resources Office

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### MEMORANDUM

**Date:** August 15, 2023  
**To:** Gary Gibson, County Administrator  
James Hawkins, Deputy County Administrator *JDH*  
Patrice Sutton, Chief Financial Officer *PS*  
**From:** John Light, Director of Human Resources *SL*  
**Subject:** Reclassification of position numbers 27029 and 27007 Admin Assistant II (S4) to Elections Clerk (S5)

#### Action Requested:

A reclassification of positions 27029 and 27007 from Admin. Assistant II (S4) to Elections Clerk (S5).

#### Analysis:

The County Clerk has been working with the Deputy Chief of Human Resources and the HR Generalist that works with his office on pathways to bring more consistent alignment between work and job classifications in the Clerk's Office.

This proposal is rooted in that goal. After looking at the request, the classifications and work being performed, we feel the work performed by the two positions more closely aligns with that of an Elections Clerk (S5).

With that noted, I believe an argument can be made that this needs to be addressed in the FY 2024 Budget Process.

Position #	Last Name	First Name	Current Title	Current Grade	Current Salary	Proposed Title	Grade	Proposed Salary
27029			Admin Assistant II	S4	\$45,723.00	Elections Clerk	S5	\$48,009.15
27007			Admin Assistant II	S4	\$45,006.00	Elections Clerk	S5	\$47,256.30

#### Recommendation:

Recommendation is to approve the reclassification either now or during the budget process. If during the budget process, the reclassification should be retroactive to this recommendation.

#### Budget Impact/CFO's Assessment:

- Current FY Budget The Fiscal Year 2023 personnel and benefits budget is trending right on budget, if not slightly over budget. These increases will not result in a significant increase for the remainder of Fiscal Year 2023, but it is possible that this increase will need to be covered by General Fund contingency.
- Long Term Budget – Due to timing, it is still possible to work these increases into the FY 2024 budget and then it will become part of the base budgets in subsequent years.

#### County Administrator Recommendation:

- ☒ Recommend Approval Comments: Recommend F&A Committee approval.  
☐ Do Not Recommend Approval

*Gary Gibson 9/1/2023*  
County Administrator Signature and Date