



Rodney S. Marion.
Director

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December 20, 2017

TO: S. Michael Rummel, Chair
FROM: Gary Gordon, Finance and Administrative Service Director
Rodney S. Marion, Human Resources Director
RE: Position Reorganization – County Clerk

Your favorable consideration is requested to approve the change in status of one part-time Administrative Clerk position and two seasonal Election Clerk positions to a full-time Election Clerk position as part of a reorganization.

		Min	Mid	Max
Admin Clerk	S3 Hourly – 1 Part-time	\$17,407	\$22,484	\$26,395
Elections Clerk	S5 Hourly – 2 Part-time (Seasonal)	\$22,235	\$28,714	\$34,476
TO				
Elections Clerk	S5 Hourly	\$41,691	\$53,839	\$64,642

The County Clerk requests this change to assist in the continuity of operations and meet work load demands.

The creation of a full-time position will permanently eliminate the need for the two seasonal Election Workers and a part-time Administrative Clerk. Currently the salaries of these three positions total approximately \$58,000. The annual starting salary for a full time Election Worker is \$44,457. This change will be cost neutral, including benefits.

Thank you for your consideration.