



Rodney S. Marion  
Director

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February 1, 2017

**TO:** S. Michael Rummel, Paxton, Chair  
Financial and Administrative Committee

**FROM:** Barry Burton, County Administrator  
Rodney S. Marion, Human Resources Director

**RE:** Reclassification- Assistant to the County Administrator (Vacant Position)

Your favorable consideration is requested to approve the reclassification of the vacant Assistant to the County Administrator position to an Assistant County Administrator in the County Administrator's Office.

	<u>Pay Level</u>	<u>Min.</u>	<u>Mid.</u>	<u>Max</u>
<b>Vacant Position</b>				
Assistant to the CAO	K9	\$72,800	\$93,048	\$111,657
<b>TO</b>				
<b>Proposed Position</b>				
Assistant County Administrator M13		\$128,093	\$161,350	\$193,662

The recommendation for this action is requested to allow the County Administrator to perform the duties necessary to successfully implement the increasing number of critical projects related to shared services, the consolidation of automation function across multiple departments and functional oversight over multiple County departments.

The vacant Assistant to the County Administrator position was budgeted for \$75,926. The hiring range for the proposed position is \$128,093 up to the pay range midpoint of \$161,350. The increase in expenditure ranges from \$52,167 to \$85,424 depending upon the qualifications of the candidate selected for the new position. The department's operating budget can absorb the additional cost.

Thank you for your consideration of this request.