

Agenda Item: Request for approval to hire extra help administrative secretary positions during recruitment of two vacancies in Planning and in Road budgets.

Background: Two vacancies exist in the Planning-Road Departments in the positions of administrative secretary. One being the former position held by Mary Jo Rust and the second which recently became vacant due to the resignation of the new Planning administrative secretary position. I am requesting authorization to fill one or both with extra help positions during the recruitment process up to the level of administrative secretary III-Step C. Any extra help employee hiring would sunset upon a successful offer of employment for both of the vacant, full time positions. A first round of interviews occur in two weeks for the full time vacancies and this is a back up if these interviews do not produce a viable candidate. There is no budget modification required as funds in existence due to the vacancies will be sufficient to cover any costs for these extra help positions.

Recruitment is difficult and during a former reclassification process, these positions were among the only ones that did not move up in salary as they demonstrated equal responsibility when the reclassification committee entertained and approved combined requests by three other departments for their respective administrative positions. This, in my opinion left a serious parity issue among the class of positions remaining in the topography which included the tiers of Admin Secretary I, II, and III. Regardless of the current effort on recruitment, I do need direction from the Board on how to address, resolve and repair this inequity.

Recommendation: Approve the hiring of extra help admin secretary positions on a short term basis in the Planning and Road Departments and direct that these positions are temporary and will sunset upon filling of the two existing vacancies.