

**Human Resources Department**

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**Date:** April 30, 2012

**To:** Dee Bruemmer, County Administrator

**From:** Mary J. Thee, Human Resources Director/Asst. County Administrator

**Subject:** Maintenance Coordinator - FSS

FSS has requested the ability to overfill the Maintenance Coordinator's position. The current incumbent has tendered his resignation effective January 16, 2013. The Custodial & Security Coordinator position in FSS is currently vacant. The desired plan is to recruit and select a Maintenance Coordinator for a start date after July 1, 2012. This would permit the current incumbent to train and mentor the new individual, especially on the County's HVAC systems over the change of seasons. As the new employee is more able to take on the responsibilities of the Maintenance Coordinator the current incumbent will take on fewer responsibilities in that role and more in the vacant position of the Custodial & Security Coordinator.

While the Maintenance Coordinator position is overfilled for training purposes the Custodial & Security Coordinator position will remain vacant. During that time period the department and Human Resources will study the position to determine any changes in duties or oversight. The recommendation will be cost neutral with possible minor savings. The Maintenance Coordinator position is Hay pointed at 300 with the midpoint at \$49,859 for FY13, the previous incumbent in the Custodial & Security Coordinator position would have made \$50,592 in FY13.

**Cc:** Dave Donovan, FSS Director