

Human Resources Department

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Item 10
04-05-16

Date: March 25, 2016

To: Dee Bruemmer, County Administrator

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

Subject: Payroll Specialist - Auditor's Office

The Auditor's office has requested the ability to overfill the Payroll Specialist's position. The current incumbent has tendered her resignation effective August 26, 2016. It is requested that the position be filled August 1, 2016. This would permit the current incumbent to train and mentor the new individual, through two payroll cycles. This is a key position in the organization and the individual will need to learn our financial software system. The salary and benefits costs associated with the staff overfill are \$3,798. The recruitment process is anticipated to be started June 3. We concur with the request in order to create a smooth transition. If there are no objections staff will include this in the first budget amendment for FY17.

Cc: Roxanna Moritz, Auditor