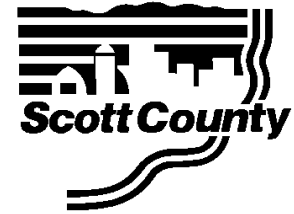


HUMAN RESOURCES DEPARTMENT
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Date: April 21, 2021
To: Board of Supervisors
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Organizational Change - Senior Office Assistant - Planning & Development

During the FY22 budget process we discussed a possible organizational change in Planning & Development. The former director had requested a reclassification of the Senior Office Assistant position. The change was not considered at the time due to the retirement of the Director and Senior Office Assistant. Instead we felt it was important to obtain input from the new Director. However we did anticipate the position moving from a .75 FTE to a 1.0 FTE. We have received input from Chris Mathias, the Planning and Development Director. It is his desire and our recommendation to maintain the position as a Senior Office Assistant, but increase the hours. Policy D permits the change to be made outside of the budget process due to the changes in the key personnel in the last 4 months. The impact on the FY21 budget is approximately \$883. The impact on the FY22 budget is \$10,606.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

April 29, 2021

APPROVAL OF SENIOR OFFICE ASSISTANT STAFFING ADJUSTMENTS IN THE PLANNING & DEVELOPMENT DEPARTMENT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Planning and Development Department be increased by 0.25 FTE to reflect the increase in hours of the Senior Office Assistant for a total 1.0 FTE.

Section 13. This resolution shall take effect immediately.