

OFFICE OF THE COUNTY ADMINISTRATOR

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Item #7
12/7/21

November 23, 2021

To: Mahesh Sharma, County Administrator

From: David Farmer, Director of Budget and Administrative Services

RE: Request to over hire ERP & Budget Analyst due to pending retirement

Scott County Administration has been notified that Chris Berge, ERP & Budget Analyst, intends to retire from Scott County's service after a 35 year career here at Scott County as of March 31, 2022. The loss of Ms. Berge's experience, commitment and dedication cannot be replaced. She has always exhibited the Scott County PRIDE mission and will be missed. Ms. Berge has directly and indirectly worked with a large number of County Administrators, Board Supervisors, Department Heads, and other County staff throughout her career and is a proud member of the Scott County family.

As the primary ERP & Budget Analyst, she had led and developed many standards of operation that will be easier and more efficient in the long term of the county to pass on directly to the new individual. I am requesting permission to immediately begin the search and hiring process. We are requesting to post the position as soon as it is finalized with Human Resources and begin the recruitment period. Ideally we would have a one – two month overlap in February and March to bring the new individual up to speed.

The over hire budget authority will require a budget amendment to be finalized in May 2022.

A resolution is attached for consideration.

I may be reached at 563-326-8651 or david.farmer@scottcountyiowa.gov.

CC: Mary Thee, Assistant County Administrator / Director of Human Resources

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

DECEMBER 9, 2021

APPROVAL OF THE REQUEST TO OVERFILL THE
ERP & BUDGET ANALYST POSITION.

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

- Section 1. That the request to overfill the ERP & Budget Analyst position for up to two months to facilitate a smooth transition is hereby approved.
- Section 2. This resolution shall take effect immediately.