

1 From the Committee on, Reporting on:
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3 File No.
4

5 (ITEM NO.) A resolution requesting to abolish the following positions: 1.0 FTE
6 Administrative Specialist-Courts NR (title code 00000075, pay range 07PM), 1.0 FTE
7 Administrative Assistant NR (title code 00000040, pay range 06PM), 1.0 FTE Secretarial
8 Assistant (title code 00000066, pay range 04P), 0.5 FTE Office Support Assistant 2 (title
9 code 00000007, pay range 02P), and 2.0 FTE Administrative Specialist – Courts (title code
10 00000075, pay range 07PM); and create the following positions: 1.0 FTE Fiscal Assistant 2
11 (title code 00004041, pay range 04P), 1.0 FTE Clerical Assistant 2 (title code 00000045,
12 pay range 04P), 3.0 FTE Clerical Assistant 1 (title code 00000042, pay range 03P), and 1.0
13 FTE Accountant 1(title code 00004100, pay range 14),
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15 **A RESOLUTION**
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17 WHEREAS, the Clerk of Circuit Court is seeking to restructure the administrative and
18 clerical staffing in four divisions, and has requested to abolish six positions (5.5 FTE
19 equivalent) and replace them with six alternative positions (6.0 FTE equivalent) in four; and
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21 WHEREAS the Clerk of Circuit Courts indicates that the reorganization would better
22 align duties with skill and competency levels by shifting some higher level duties to upper
23 management positions; and
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25 WHEREAS the request is part of a larger reorganization effort that includes
26 reclassification and reallocation of additional upper-management positions; and
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28 WHEREAS, the fiscal impact of this position action would be a net savings during
29 2012 of approximately \$7,674; and
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31 WHEREAS, all of the associated positions are presently vacant; and
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33 WHEREAS, the Department of Administrative Services, Fiscal Affairs
34 recommends that the following request effective July 26, 2012, be approved: abolish 1.0
35 FTE Administrative Specialist-Courts NR (title code 00000075, pay range 07PM), 1.0 FTE
36 Administrative Assistant NR (title code 00000040, pay range 06PM), 1.0 FTE Secretarial
37 Assistant (title code 00000066, pay range 04P), 0.5 FTE Office Support Assistant 2 (title
38 code 00000007, pay range 02P), and 2.0 FTE Administrative Specialist – Courts (title code
39 00000075, pay range 07PM); and create the following positions: 1.0 FTE Fiscal Assistant 2
40 (title code 00004041, pay range 04P), 1.0 FTE Clerical Assistant 2 (title code 00000045,
41 pay range 04P), 3.0 FTE Clerical Assistant 1 (title code 00000042, pay range 03P), and 1.0
42 FTE Accountant 1(title code 00004100, pay range 14); now, therefore
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44 BE IT RESOLVED, that the following position actions are approved, for the
45 Combined Court Operations (Agency 2000), 2012:

46	<u>Action</u>	<u>Title</u>	<u>No. of FTEs</u>	<u>No. of Positions</u>
47	Abolish	Administrative Specialist-Courts NR	1.0	1
48	Abolish	Administrative Assistant NR	1.0	1
49	Abolish	Secretarial Assistant	1.0	1
50	Abolish	Office Support Assistant 2	0.5	1
51	Abolish	Administrative Specialist – Courts	2.0	2
52	Create	Fiscal Assistant 2	1.0	1
53	Create	Clerical Assistant 2	1.0	1
54	Create	Clerical Assistant 1	3.0	3
55	Create	Accountant 1	1.0	1
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