




*Department of Human Resources*

**REVISED**

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**INTER-OFFICE COMMUNICATION**

**Date:** DECEMBER 4, 2012  
**To:** Marina Dimitrijevic, County Board Chairwoman  
**FROM:** Rick Ceschin, Deputy Director, Department of Human Resources   
**SUBJECT:** **Classification and rates of pay for positions created in the 2013 Adopted Budget – Phase I**

Subsequent to the adoption of the annual budget, the Department of Human Resources reviews the positions created in the budget and recommends the final classification and rate of pay for those positions. Action is required by the County Board to adopt the recommendations prior to opening the positions for recruitment.

For the 2013 Adopted Budget, the Department will make recommendations in two phases. The first phase, attached here, identifies positions for which classifications and compensation can be readily determined without significant review by the Compensation Division. In most cases, these are position creates in existing title codes. Upon approval by the County Board, County departments may begin the recruitment process to fill the positions.

Phase 2 will be presented in the January/February 2013 Board cycle and will address positions that have not previously been established. Phase 2 positions will require a more thorough evaluation of the duties to be assigned to the new position before a classification and compensation recommendation can be made.

**Requested Action**

The Department requests that this report, along with the attached position list, resolution and fiscal note, be referred to the Committee on Finance, Personnel and Audit for consideration at the December 2012 meeting.

**Cc:** C. Kammholz  
S. Cady  
C. Mueller

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**NEW BUDGET CREATES FY 2013 – PHASE I**

DEPT.	JOB CODE	JOB TITLE	PAY RANGE	NUMBER OF POSITIONS	BARGAINING UNIT STATUS
1040	12910	Certification Analyst	22	1	DC
1040	57322	Contract Specialist	25	2	DC
1140	04962	Employee Development Coordinator	30M	1	NR
1150	05329	FMLA Specialist	25M	1	NR
1152	80106	Contracts Administrator	901E	1	NR
1192	TBD	Director of County Economic Development	901E	1	NR
4300	01541	Payroll Assistant	04P	1	DC
4300	58610	Corrections Officer Lieutenant	23CM	3	NR
5040	32450	Airport Maintenance Worker (RA)	15KZ	3	DC
5040	65492	Network Tech Spec IV Airport	28D	1	DC
5700	00048	Clerical Assistant 2 (Hourly)	04P	1	DC
5700	03536	Managing Architect	34A	1	TC
5700	13620	Facilities Worker 4	16F	1	DC
5700	23800	Electrical Mechanic	5408	1	BT
5700	27280	Heating & Equipment Mechanic	5425	2	BT
6300	47311	BH House Physician Hourly	42XM	3	NR
7990	02740	Business Systems Project Manager	35M	1	NR
7990	04350	Accountant 4 – NR	25M	1	NR
7990	53355	Rehabilitation Services Supervisor	31M	1	NR
8000	56300	Human Services Worker	16C	2	DC