

**Report to Human Resources Committee
January 20, 2015**

Monthly Accomplishments/Goals:

- November and December reports distributed in packet

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the September, 2014 Human Resources Committee meeting:

Clerk of Courts.

- Deputy Court Clerk I/II – FT x 2 vacancies
- Deputy Court Clerk I/II - PT

Human Services

- CCS Facilitator/Transition Specialist – FT (5-year Grant funded position)
- Time Is Now Grant Director – FT (5-year Grant funded position)
- Regional Enrollment Network Coordinator – LTE for approximately 8 months
- Administrative Assistant II – FT
- Economic Support Specialist I/II – FT
- Behavioral Health Specialist – FT
- Comprehensive Community Specialist – FT
- Community Support Program Professional – FT x 2 vacancies
- Elder Benefits Specialist – PT
- Intake/Oncall Worker – FT
- Aging/Disability Resource Specialist – FT
- Youth Community Outreach Worker – PT (5-year Grant funded position)
- Group Home Worker - PT

MIS

- Senior Systems Analyst – FT

Sheriff Department

- Accounting Assistant I – FT filled as PT
- Communications Operator - FT

Emergency Help Requests. The following were emergency help requests approved since the December Human Resources Committee meeting:

- **Veterans Service Office** – Assistance with end of year obligations
- **Fairgrounds** – Assistance to cover for leave of absences/vacancies

Hiring Above Minimum Step and/or Additional Benefits.

- Nichole Wayd, Medical Examiner, was hired at step 3 of the appropriate grade, verses minimum, or at an annual salary of \$48,578 based on 75% of a full-time employee. She also received a pro-rated 2 –weeks (or 60 hours) of vacation for 2015.
- Christopher Vater, Senior Systems Analyst, was hired at step 3 of the appropriate grade, or at \$60,923.20 and 40 hours of vacation for 2015. This was a temp-to-hire situation after approximately 6 months of contracted assistance.
- Sara Zwieg was recently promoted to Time Is Now Grant Director. Ms. Zwieg had worked with the County for over 8 years prior to being laid off and then rehired, starting as a new hire. Upon her annual review in December, 2015, Ms. Zwieg may be granted with an additional week (three weeks total), based on accomplishment of goals.

Granting of Additional Steps per Personnel Ordinance, None.

Compensatory Time Carryover. There was 155.25 hours of compensatory time approved to be carried over in 2014, covering 7 employees. This is compared to 348 hours in 2013.

Holiday Carryover. There was 16 hours of holiday carryover for two employees. These were all floating holiday hours from employees hired in December of 2014 and unable to use the time prior to December 31. This is compared to 22.5 hours in 2013.

Vacation Carryover. There were 226.5 hours of vacation for 33 nonrepresented employees and 976.75hours of vacation for Sheriff represented employees *approved* to be carried over into 2015. This is compared to 242.5 hours for nonrepresented and 1057.5 hours for Sheriff represented that was approved for carryover into 2014. It should be noted that only 16 hours were denied this year versus 133.5 hours denied in 2013.

Respectively submitted,



Terri M Palm
Human Resources Director