SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: **Approve the Employee Services Manager description revisions effective January 24, 2023 (Staff Recommends Approval).**

REQUESTED ACTION: **Staff Recommends Approval**

Meeting Type: Regular Meeting **DATE OF MEETING:** **1/24/2023**

CONTRACT: ☒ N/A Vendor/Entity:
Effective Date: Termination Date:
Managing Division / Dept: **Employee Services**

BUDGET IMPACT: NA
FUNDING SOURCE: **N/A**
Type: N/A **EXPENDITURE ACCOUNT:** **N/A**

HISTORY/FACTS/ISSUES:

When a position becomes vacant, the Department Head and Employee Services reviews the position's job description, to determine if revisions to the job description are needed.

Based on this review, it is recommended that the Employee Services Manager job description be revised. The Employee Services Manager job description revision reflects the change to experience and education required and preferred for this position. The experience required was change from supervisory experience to supervisory experience in human resources, benefits administration, or risk management. The education requirement was changed to exclude closely related fields and include a preference for master degree in business administration.

Prepared by: **Kitty L Fields** **ProWritingAid Check** ☐