

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Amend the 2022/2023 Classification and Compensation Schedule to reflect the reclassification of the Records and Information Specialist position (pay range 502), and the Development Technician position (pay range 502) to a Records Analyst position (pay range 504), and approve the respective job description effective March 5, 2023 (Staff Recommends Approval)

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting **DATE OF MEETING:** 2/28/2023

CONTRACT: N/A Vendor/Entity: _____
Effective Date: 03/05/2023 Termination Date: _____
Managing Division / Dept: **Employee Services**

BUDGET IMPACT: _____

FUNDING SOURCE: General Fund
Type: Annual **EXPENDITURE ACCOUNT:** _____

HISTORY/FACTS/ISSUES:

Based on the distribution of the increased workload of the Administrative Services Division and Building Services Division, it was determined that a reclassification was necessary, to recognize the additional essential functions of these positions.

The Administrative Services Division has assumed the responsibilities of Code Enforcement and Mosquito Control, in addition to the existing areas of Administrative Services, Public Records, Library Services, Public Information Office, and Misdemeanor Probation. This position also provides the administrative support and technical review for building permits, miscellaneous permits, and licensing information.

Because of these additional responsibilities, the job description and the pay range must be revised to ensure conformity of the additional responsibilities.

This amendment does not change the total employee count for FY 2022/2023 of 292 positions.

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