SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: **Approve the two job descriptions reclassifications to be effective October 1, 2023 (Staff Recommends Approval).**

REQUESTED ACTION: **Staff Recommends Approval**

Meeting Type: Regular Meeting **DATE OF MEETING:** **9/5/2023**

CONTRACT: ☒ N/A Vendor/Entity:
Effective Date: 10/01/2023 Termination Date:
Managing Division / Dept: **Employee Services**

BUDGET IMPACT: FY 23/24
FUNDING SOURCE: **General Fund**
Type: N/A **EXPENDITURE ACCOUNT:** **Various**

HISTORY/FACTS/ISSUES:

Job descriptions and Position Justifications are monitored regularly for conformity to the tasks being performed and for changes associated with the evolution of the County's organization. The below changes reflect the evaluation of the Job Descriptions reviewed, Job Descriptions added, and evaluation of County organizational needs.

Reclassify 1 Records Analyst position to new Job Description for 1 Communication Specialist
Reclassify 1 Budget Analyst Position to new Job Description for 1 Assistant Budget Officer

Staff recommends approval.

Prepared by: **Nicholas Mellington** **ProWritingAid Check** ☐