



AGENDA

PERSONNEL BOARD PERSONNEL BOARD MEETING TUESDAY, APRIL 1, 2025

1. Call meeting to order
2. Pledge of Allegiance to the Flag
3. Approval of Minutes
 - 3.a Approval of the Minutes of the Personnel Board meeting held on February 18, 2025.
Other Revenue
N/A
[Personnel Minutes 02.18.25.pdf](#)
4. Public Comment
5. Personnel Items
 - 5.a Approval to reclassify the vacant Communications Coordinator Position (Grade J) at \$46,143.15 to Assistant Director of Communications (Grade Q).
County Revenue
General County Fund-Requires action to increase county budget.
[Assistant Director Communications -Public Relations.pdf](#)
 - 5.b Approval to reclassify the Security Specialist (Grade K) to a Security System Administrator (Grade N) and provide a pay adjustment of \$7,000.00 to the incumbent.
County Revenue
Existing Personnel Budget Line
 - 5.c Approval of a departmental reorganization in the Register of Wills Office to provide employees with accurate titles, to provide additional supervisory support and to ensure the correct compliment of staff to provide services to County residents.
Other Revenue
Existing Budget Line
 - 5.d Approval to provide each Deputy Solicitor with a minimum of 3 weeks (15 days) of vacation.
Other Revenue
NA

5.e Approval to reclass the Administrative Assistant (Grade E) to an Office Manager (Grade H).
County Revenue
General County Fund

5.f Approval for the Public Defender's Office to hire two Social Workers at a total cost of \$90,200.00.
Grant
Opioid Trust Grant

5.g Approval for the Public Defender's Office to hire two Assistant Public Defenders for a total cost of \$157,200.00.
Grant
Opioid Trust Grant

6. Adjourn