



Drafted By:
Ana Rolbiecki
Presented Month/Year:
August 2022
Involved Committees:
Human Resources Committee

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 22-08-07

**A RESOLUTION TO RENAME AND RECLASSIFY THE ADMINISTRATION
ADMINISTRATIVE ASSISTANT POSITION TO PAYROLL
CLERK/ADMINISTRATIVE ASSISTANT AND TO WAGE CLASS J**

WHEREAS, in July of 2022 the current Administrative Assistant in Administration accepted the Zoning/Land Conservation Administrative Assistant and,

WHEREAS, the Administration Department has studied the needs of the position in relation to duties, skill level needed, and market comparisons and has determined the position description needs to be updated to an accurate title and needs to be moved up a job grade to match its position duties that extend beyond that of just an administrative assistant; and,

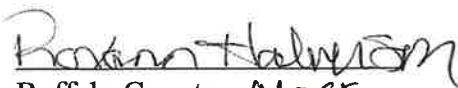
NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves renaming the position to Payroll Clerk/Administrative Assistant and moving it to Class J on the salary/pay scale.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors hereby authorizes the Personnel Advisor to execute any additional documents required to enroll in the plan.

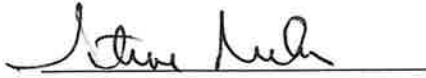
Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22 day of August, 2022.

Attest:

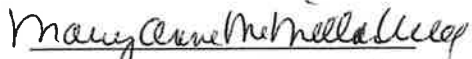

Buffalo County Chair

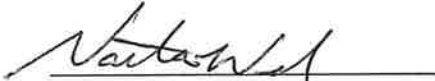

Buffalo County Clerk


HR Committee:


Steve Nelson



Carol McDonough

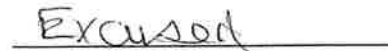

Mary Anne McMillan Urell

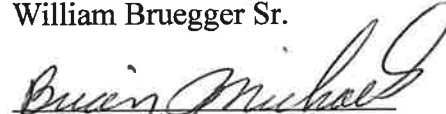

Nathan Nelson


Michael Taylor


Finance Committee:


Dennis Bork


William Bruegger Sr.


Brian Michaels


Brad Schmittknecht


Max Weiss

Anticipated Financial Impact Statement:

\$792.76 additional spend in 2022 for wages, FICA, pension, and work comp insurance.
Annually approximately \$2,400 additional spend in those same accounts.