

**Board of Commissioners
Agenda Item Transmittal Form
Classification and Pay Plan Amendments Transmittal Form**



Type of Request: Amendment to Class and Pay Plan

Pursuant to the Employee Classification and Pay Plan

<input type="checkbox"/> Submission Information	<input type="checkbox"/> Information
Contact Name: Carol Cummings-Fambrough Kimberly Redd Department: Talent Management	Summary of Request: Update/Amendment to the current Class & Pay Plan; including revised Department Organizational Charts and Job Classifications/descriptions for 2025.

<input type="checkbox"/> Department Director / Elected Official Signature	<input type="checkbox"/> Chief Operating Officer Signature
I have reviewed the attached, and it is approved as to substance.	I have reviewed the attached, and it is approved for processing.
Signature: _____ Date: _____	Signature: _____ Date: _____
<input checked="" type="checkbox"/> Talent Management Executive Director Signature	<input type="checkbox"/> Chief Financial Officer Signature
I have reviewed the attached, and it is approved as to form.	I have reviewed the attached, and it is approved for processing.
Signature: <i>[Handwritten Signature]</i> Date: <i>11/20/24</i>	Signature: _____ Date: _____

<input type="checkbox"/> County Attorney Signature	<input type="checkbox"/> Executive Director of Government Affairs/County Clerk Signature
I have reviewed the attached, and it is approved as to form.	I have reviewed the attached, and it is approved for processing.
Signature: _____ Date: _____	Signature: _____ Date: _____

Notes and Comments:

Requesting signed effective for BOC Work Session/Voting Session 12/10/2024

Class Code	Job Title/Classification	Department/Business Unit	Type	Updates to class & Pay Plan
2038	Project Manager	Finance	Reclass	Existing Job Description
0158	Investigator III	District Attorney	New Position (+1)	Existing Job Description
2055	QA/QC Coordinator	Emergency Management	New Position (+1)	Existing Job Description
2209	Community Garden Program Coordinator	Cooperative Extension	New Position (+1)	New Job Description
2210	Associate Juvenile Judge	Juvenile Court	New Position (+1)	New Job Description
0037	Receptionist -Clerk	Juvenile Court	Reclass (PT to FT)	Existing Job Description

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2140	Fleet Services Mechanic IV	General Services	New Position (+1)	Existing Job Description
0356	Sergeant-Sheriff's Office	Sheriff's Office	New Positions (+4)	Existing Job Description
2211	Property & Evidence Technician	Sheriff's Office	New Position (+1)	New Job Description
2141	Recreation Event Coordinator	Parks & Recreation	New Position (+2)	Existing Job Description
2212	Recreation Leader	Parks & Recreation	Reclass	New Job Description
2213	Therapeutic Recreation Leader	Parks & Recreation	Reclass	New Job Description
2214	Tennis Coordinator	Parks & Recreation	Reclass	New Job Description
2215	Tennis Operations Coordinator	Parks & Recreation	Reclass	New Job Description
2216	Arts & Culture Operations Manager	Parks & Recreation	New Position (+1)	New Job Description
2217	Splash Pad Attendant	Parks & Recreation	New Position (+5 Seasonal)	New Job Description
2167	Assistant Public Defender III	Public Defender	New Position (+1)	Existing Job Description
2218	Social Worker	Public Defender	New Position (+1)	New Job Description
2191	Fiduciary Compliance Officer - Guardianships	Probate	N/A-Update JD	Update Existing JD
2219	Peer Support Specialist	Chief Superior Court	New Position (+1)	New Job Description
2220	Judicial Assistant	Superior Court	New Position (+1)	New Job Description
2221	Court Administrator	Superior Court	New Position (+1)	New Job Description
0310	Family Violence/Superior Court Services Coordinator	Superior Court	N/A-Update JD	Update Existing JD
0032	Administrative Assistant	Board of Commissioners	N/A-Update Org.	Existing Job Description
2222	Employee Relations Manager/Title 6 Coordinator	Talent Management	Reclass	New Job Description
0103	Talent Management Generalist	Talent Management	N/A-Update JD	Update Existing JD
2223	Compensation Analyst	Talent Management	Reclass	New Job Description
0132	Systems Analyst	Technology Services	New Position (+1)	Existing Job Description
2224	Systems Engineer	Technology Services	New Position (+1)	New Job Description
2225	GIS Analyst	Technology Services	N/A-Update JD	Update Existing JD
2226	Traffic Sign & Signal Maintenance Manager	Transportation	Reclass	New Job Description
0696	Code Enforcement Officer I	Planning & Development	N/A-Update JD	Update Existing JD
0689	Code Enforcement Officer II	Planning & Development	N/A-Update JD	Update Existing JD
2189	Code Enforcement Officer III	Planning & Development	N/A-Update JD	Update Existing JD
0699	Chief Code Enforcement Officer	Planning & Development	N/A-Update JD	Update Existing JD
0701	Code Enforcement Analyst	Planning & Development	N/A-Update JD	Update Existing JD
2227	Code Enforcement Community Education Specialist	Planning & Development	Reclass	New Job Description
2228	Economic & Community Development Manager	Planning & Development	N/A-Update Org.	New Job Description
2229	Sr. Compliance and Assurance Officer	Fire Rescue	Reclass	New Job Description
2230	EMS Training Officer -Captain	Fire Rescue	Reclass	New Job Description

Enterprise Fund-ONLY

Class Code	Job Title/Classification	Department/Business Unit	Type	Updates to class & Pay Plan
2231	Finance Manager -Water Resources	RWR	Reclass	New Job Description
0749	Water & Sewer Inspectors	RWR	Reclass	Update Existing JD
2100	Field Inspector	RWR	N/A-Update JD	New Job Description
2132	Water Supply Coordinator	RWR	N/A-Update JD	New Job Description