



## REQUEST FOR BOARD ACTION

ITEM NO. 16.

**DATE OF MEETING:** July 20, 2009

**REQUESTED BY:** Rick Benton, County Manager

**SHORT TITLE:** Resolution Amending the Pender County Pay and Classification Plan

**BACKGROUND:** Annually the County must provide reports to the State Personnel Commission to ensure the County's position classifications conform to the State position classifications. We have two positions whose classification needs to be amended:

Office Assistant III: From Grade 57 to Grade 55

Administrative Officer I: From Grade 64 to Grade 63

As well, the three new grant funded positions in Public Health (approved in the FY 09/10 budget ordinance) must be classified according to the State system. This position, Medical Office Assistant, should be added as follows:

Medical Office Assistant (new): Grade 59

None of these changes will require additional funding or pay increases.

**SPECIFIC ACTION REQUESTED:** To adopt a resolution making these changes to the County's Pay and Classification Plan.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

RB  
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the County's Pay and Classification Plan be amended as follows:

- Office Assistant III: From Grade 57 to Grade 55
- Administrative Officer I: From Grade 64 to Grade 63
- Medical Office Assistant (new): Grade 59

The County Manager is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Tate \_\_\_ Brown \_\_\_ Blanchard \_\_\_ Rivenbark \_\_\_ Williams \_\_\_

\_\_\_\_\_  
Jimmy T. Tate, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Date