

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator
Sarah Melancon, Human Resources Director

DATE: July 15, 2024

SUBJECT: Superior Court – New Regular, Part-Time (.5 FTE), Term-Limited Position

STATEMENT OF ISSUE:

Create a term-limited, regular, part-time (.5 FTE) position to appropriately support the administrative requirements of the office of the Judge of the Superior Court.

ANALYSIS:

Currently there is one position in support of the administrative requirements of the office of the Superior Court Judge. This request is to support a structural change to ensure the integrity of the office by providing appropriate staffing levels.. The current one employee is unable to take vacation time off. In the event of illness, the inability to replace this position with current knowledge of calendaring and other program requirements would represent a significant liability to the Courts and to Jefferson County.

This position would be set at a grade covered by the UFCW Collective Bargaining Agreement (Grade 23 Step 4 \$22.55 per hour) that would achieve equity with other similar positions within the County.

The cost of a .5 FTE position to the Superior Court budget would be approximately \$32,000, including benefits . A Fiscal Impact Statement and Budget Appropriation for this cost will be submitted for 3rd Quarter (Fund SC51221101000 salaries and SC512200000 benefits) review.

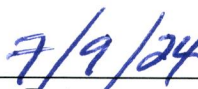
As a term-limited position, this position and the cost would be re-evaluated for renewal after one year.

RECOMMENDATION:

Approve the request to create a term-limited, part-time (.5 FTE) position to appropriately support the administrative requirements of the office of the Judge of the Superior Court.

REVIEWED BY:


Mark McCauley, County Administrator


Date