

REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION

Date: 6/4/19 Requested Effective Date: 8/19/19

Department Name: Administration Division: Facilities Maintenance

Contact Person: Bill Goodwin Contact Info: _____

A. Position Data:

Budget Unit: 101-1074 Position Classification: Facilities Maintenance & Improvement Director

Position Number: P0064 If vacancy, date job was/will be vacated: 9/4/19

Number of positions: 1 Monthly Salary Range: \$ 4,929 - \$ 6,007

New Position OR Fill a Vacancy OR Other (explain): _____

Regular OR Extra-help Full-time OR Part-time

Vacancy caused by (retirement, termed in probation, etc): Retirement

B. Exemption/Exception Requested by Department

- Specialized support positions (physicians, nurses, cooks, etc.) directly responsible for treatment and/or care in the county's jails, juvenile detention facilities and mental health
- Specialized positions involved in public health and/or public safety (i.e. nurses, deputies, etc.)
- Specialized positions entirely (100%) funded with federal/state subventions
- Positions involved in collecting or generating County general revenues, user-fees collected from non-county users and/or net departmental revenues
- Specialized positions involved in direct cost avoidance where a vacancy would result in higher costs being incurred than the savings would generate from the vacancy (such as workers' compensation staff needed to process claims to avoid time penalties)
- Positions in the Department of Voter Registration and Elections needed to process upcoming elections
- Specialized positions (engineers, treatment plant operators, electricians, auto mechanics, janitors, etc.) employed in the County's internal services funds departments/agencies

C. Justification for Exemption/Exception from freeze:

This position is responsible for the direction and supervision of all maintenance, cleaning and repair of all County buildings, grounds, parks, equipment and machinery. The position provides direct supervision and direction to Facilities Maintenance personnel and coordinates their day-to-day workload in addition to special projects as needed. This position works closely with the Chief Administrator and Administrative Services Director and advises on all required or requested maintenance, repairs or improvements. The Facilities Maintenance Director is a critical position within the Administrative team, offering hands-on, operational experience in decisions related to County facilities and equipment.

D. Ramifications if position is left vacant for 2 - 3 months and/or indefinitely:

If this position is left unfilled, it would leave the department without overall coordination and direction. This will have an adverse impact on the level of service provided by Facilities Maintenance and may result in delays in response and project completion. These impacts could result in higher costs for maintenance and repairs than those saved by the vacancy.

E. Other Comments

Estimated Annual Cost of Salary & Benefits in the table below is calculated at Step A. The current employee is budgeted at Step E. There would be annual cost savings of \$15,145 if the vacancy is filled at Step A.

F. Estimated Annual Cost Impact for FY 2018/19:

	<u>ONE POSITION</u>	<u>MULTIPLE POSITIONS</u>
Salary and Benefits:	\$	\$
Other One-time Costs:	\$	\$
Other On-Going Costs:	\$	\$
Total:	\$ 0.00	\$ 0.00

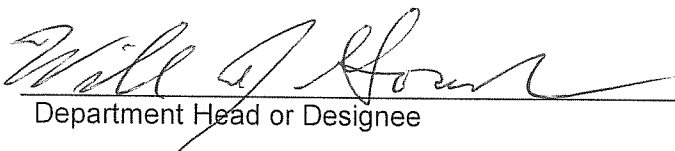
G. Estimated Annual Cost:

	<u>ONE POSITION</u>	<u>MULTIPLE POSITIONS</u>
Salary and Benefits:	\$ 88,067.00	\$
Other One-time Costs:	\$	\$
Other On-Going Costs:	\$	\$
Total:	\$ 88,067.00	\$ 0.00

H. Position Funding:

	Description: <i>(Types of funds, grants, match & %, etc.)</i>
Net General Fund: \$ 88,067	This is a General Fund department
Fees/Charges: \$	
Federal Funding: \$	
State Funding: \$	
Other Local: \$	
Other revenue/reimbursements: \$	

G. Authorization:


 Department Head or Designee

6/4/19
 Date