Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: August 4, 2020
Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: Donna Lekander
Title of Item for Consideration: merge two part-time positions in to one FT for RJ Specialist (internal fill)
Presenter: Donna Lekander

Type of Action Requested (check all that apply)
☐Info only, no action requested at this time
☐Award contract or bid
☒Approve by resolution
☐

Fiscal Impact (check all that apply)
Item included under current budget ☒Yes ☐No ☐NA
Budget adjustment required ☒Yes ☐No ☐NA
Reviewed by Finance Committee ☐Yes ☒No ☐NA

Staffing Impact
Duties of a County employee(s) may be materially affected ☐Yes ☒No ☐NA
Applicable job description(s) may require revision ☒Yes ☐No ☐NA
Item may change the department's authorized staffing level ☒Yes ☐No ☐NA
Reviewed by Human Resources ☒Yes ☐No ☐NA

Other
Reviewed by other Committee, Board or Commission ☐Yes ☒No ☐NA
If yes, what was their recommendation

Summary
merge two part-time positions in to one FT for RJ Specialist (internal fill) and update the Job description from a .6 to a 1 FTE (internal fill). Previously, this was a 1 FTE position that was split when a previous staff retired. With the new hiring freeze this could assist us to continue to provide services without having to do an external hire.

Supporting Attachments
☐
☐

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

Adopted December 8, 2015
Revised November 28, 2016