



# COUNTY OF UNION

## Part C - GOVERNMENT RECORDS REQUEST RESPONSE

Requestor: Tina Renna - UCWA

Request Date: 5/11/12

- Document(s) provided: one eFile pages, at a total cost of: no fee. Position Control Changes April 23 - May 1, 2012 cost: \_\_\_\_\_
- Special Service Charge imposed - Reason: \_\_\_\_\_
- Document(s) have been inspected by the requestor on the date shown below: \_\_\_\_\_ documents, \_\_\_\_\_ total pages
- Document(s) not provided (see below)

The document(s) you have requested that are checked below are NOT being provided because the document(s) are considered privileged or are otherwise exempt from public access, as provided by applicable law:

Privileged or Protected Category	Authority for Denial or Redaction
<input type="checkbox"/> Advisory, Consultative or Deliberative material	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Autopsy Photos / Video	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Attorney-Client Privilege Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Computer Security Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Criminal Investigatory Records	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Credit Card Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Domestic Security (Sabotage or Terrorism)	Executive Order 21 (McGreevey)
<input type="checkbox"/> Grievance Information with public employer	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Drivers' License Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Electronic Surveillance Materials	N.J.S.A. 2A:156A-19
<input type="checkbox"/> Emergency or Security Information or Procedures	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Employee Sexual Harassment Complaints	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Fingerprint Cards	Executive Order 9 (Hughes)
<input type="checkbox"/> Individual's Medical, Financial, or Tax records	Executive Order 26 (McGreevey)
<input type="checkbox"/> Insurance Communications	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Investigation in Progress	N.J.S.A. 47:1A-3.a
<input type="checkbox"/> Labor Negotiation Information (strategy or positions)	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Personnel or Pension Records	N.J.S.A. 47:1A-10
<input type="checkbox"/> Photographs of Crime Scene	Executive Order 9 (Hughes)
<input type="checkbox"/> Proprietary Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Reasonable Expectation of Privacy	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Resumes of unsuccessful applicants	Executive Order 26 (McGreevey)
<input type="checkbox"/> Safety of persons or the public	Executive Order 69 (Whitman)
<input type="checkbox"/> Security Measures and Surveillance Techniques	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Social Security Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Test Questions, Scoring Keys, or other Exam Data	Executive Order 26 (McGreevey)
<input type="checkbox"/> Victim records	N.J.S.A. 47:1A-1.1; N.J.S.A. 2A:82-46b
<input type="checkbox"/> Record has been destroyed/not retained pursuant to:	Records Retention and Disposition Schedule
<input type="checkbox"/> Other	

You have a right to appeal this decision that the documents requested are not accessible. You may take your appeal to the Government Records Council (GRC) or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and 7. Please see the attached "Part D - Procedures to Challenge Denial of Access to Government Records" and GRC information.

Date: 5/10/12

(Signature)  
County Official

### ACKNOWLEDGMENT

I hereby acknowledge that I have received copies of, or have been permitted to view/inspect, the documents requested except for any documents specifically listed above on which a determination has been made that the documents could not be provided in accordance with applicable law. If any documents have not been provided, I have received information as to the procedures for an appeal of the determination.

Date: \_\_\_\_\_

Requestor's Signature

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-26121

## ACTION TO BE TAKEN

### NEW HIRE

- Interim       Temporary  
 Permanent     Unclass  
 Provisional     WIA

- PROMOTION IN POSITION       INTERIM APPOINTMENT  
 PROMOTION TO VACANCY       FUNDING ALLOCATION CHANGE  
 TRANSFER                       SALARY CHANGE  
 REPLACE VACANCY               TITLE CHANGE  
 TEMPORARY APPOINTMENT       OTHER HOURS

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV 702-340 Admin Svcs/ Motor Vehicles  
 PREVIOUS EMPLOYEE Harrod Laurie  
 TITLE Clerk 1  
 SALARY \$35,000.00  
 FUND ALLOCATIONS 100% County    
 UNION/EXCLUSIONARY A50 Non-Contractuals  
 GRADE G14.5 HOURS 80.00 Date Avail.: 5/1/2012

DEPT/DIV 702-340 Admin Svcs/ Motor Vehicles  
 PROPOSED EMPLOYEE Harrod Laurie  
 TITLE CLERK 1  
 SALARY \$18,375.00  
 FUND ALLOCATIONS 100% County    
 UNION/EXCLUSIONARY A50 Non-Contractuals  
 GRADE G14.5 HOURS 42.00 HIRE D 8/13/2011

### SELECTED CANDIDATE INFORMATION

NAME Harrod Laurie      EMPLOYEE'S CURRENT SALARY \$35,000.00  
 STARTING/PROPOSED SALARY \$18,375.00      CURRENT GRADE G14.5      PC# 00-26121  
 GRADE G14.5      MIN: \$33,260.00      MAX: \$49,890.00      \$ Increase (\$16,625.00)  
 EFFECTIVE DATE 5/1/2012      Current Title Clerk 1 G14.5  
 PROMOTION IN POSITION       PROMOTION TO VACANCY       Current Union A50  
 DATE OF LAST PROMOTION

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/23/12	ADMIN. SERVICES <i>[Signature]</i>	4/23/12
PERSONNEL <i>[Signature]</i>	4/23/12	COUNTY MANAGER <i>[Signature]</i>	
FINANCE <i>[Signature]</i>	4/23/12		

### AUTHORIZE TO HIRE

\_\_\_\_\_  
COUNTY MANAGER

\_\_\_\_\_  
DATE

### FREEHOLDER BOARD ACTION (if required):

RESOLUTION NO.       DATE ADOPTED

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

PURSUANT TO MAY 2012 LAYOFF PLAN

EEO 4 FUNCTION CODE

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-31671

## ACTION TO BE TAKEN

**NEW HIRE**

Interim  Temporary   
 ✓ Permanent  Unclass   
 Provisional  WIA

PROMOTION IN POSITION  INTERIM APPOINTMENT  
 PROMOTION TO VACANCY  FUNDING ALLOCATION CHANGE  
 TRANSFER  SALARY CHANGE  
 REPLACE VACANCY  TITLE CHANGE  
 TEMPORARY APPOINTMENT  OTHER

Certification #: DL120032

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV 794-090 Human Svcs/ Juvenile Detention  
 PREVIOUS EMPLOYEE Romero Joana  
 TITLE Juv Detent Officer  
 SALARY \$36,094.00  
 FUND ALLOCATIONS 100% County   
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE  HOURS 80.00 Date Avail.: 4/30/2012

DEPT/DIV 794-090 Human Svcs/ Juvenile Detention  
 PROPOSED EMPLOYEE TBD  
 TITLE Juvenile Detention Officer  
 SALARY   
 FUND ALLOCATIONS 100% County   
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE  HOURS 80.00 HIRE D

### SELECTED CANDIDATE INFORMATION

NAME TBD  
 STARTING/PROPOSED SALARY   
 GRADE  MIN: \$36,094.00 MAX: \$51,925.00  
 EFFECTIVE DATE   
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY   
 CURRENT GRADE  PC#   
 \$ Increase   
 Current Title   
 Current Union

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/23/12	ADMIN. SERVICES <i>[Signature]</i>	4/26/12
PERSONNEL <i>[Signature]</i>	4/26/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/23/12		

### AUTHORIZE TO HIRE

\_\_\_\_\_  
 COUNTY MANAGER

\_\_\_\_\_  
 DATE

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

Health and Safety

EEO 4 FUNCTION CODE 11

22

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-34571

## ACTION TO BE TAKEN

**NEW HIRE**

- Interim       Temporary  
 Permanent     Unclass  
 Provisional     WIA

- PROMOTION IN POSITION       INTERIM APPOINTMENT  
 PROMOTION TO VACANCY       FUNDING ALLOCATION CHANGE  
 TRANSFER                           SALARY CHANGE  
 REPLACE VACANCY               TITLE CHANGE  
 TEMPORARY APPOINTMENT     OTHER \_\_\_\_\_

Certification #: 04120032

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV 794-090 Human Svcs/ Juvenile Detention  
 PREVIOUS EMPLOYEE Gribbin Joseph  
 TITLE Juv Detent Officer  
 SALARY \$40,316.04  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE \_\_\_\_\_ HOURS 80.00 Date Avail.: 4/20/2012

DEPT/DIV 794-090 Human Svcs/ Juvenile Detention  
 PROPOSED EMPLOYEE TBD  
 TITLE Juvenile Detention Center  
 SALARY \_\_\_\_\_  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE \_\_\_\_\_ HOURS 80.00 HIRE D \_\_\_\_\_

### SELECTED CANDIDATE INFORMATION

NAME TBD  
 STARTING/PROPOSED SALARY \_\_\_\_\_  
 GRADE \_\_\_\_\_ MIN: \$36,094.00 MAX: \$51,925.00  
 EFFECTIVE DATE \_\_\_\_\_  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION \_\_\_\_\_

EMPLOYEE'S CURRENT SALARY \_\_\_\_\_  
 CURRENT GRADE \_\_\_\_\_ PC# \_\_\_\_\_  
 \$ Increase \_\_\_\_\_  
 Current Title \_\_\_\_\_  
 Current Union \_\_\_\_\_

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/23/12	ADMIN. SERVICES <i>[Signature]</i>	4/26/12
PERSONNEL <i>[Signature]</i>	4/26/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/23/12		

### AUTHORIZE TO HIRE

\_\_\_\_\_  
COUNTY MANAGER

\_\_\_\_\_  
DATE

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO. \_\_\_\_\_ DATE ADOPTED \_\_\_\_\_

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

Health and Safety

EEO 4 FUNCTION CODE 11

23

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-46404

## ACTION TO BE TAKEN

**NEW HIRE**

- Interim       Temporary  
 Permanent     Unclass  
 Provisional     WIA

- PROMOTION IN POSITION       INTERIM APPOINTMENT  
 PROMOTION TO VACANCY       FUNDING ALLOCATION CHANGE  
 TRANSFER                           SALARY CHANGE  
 REPLACE VACANCY               TITLE CHANGE  
 TEMPORARY APPOINTMENT       OTHER

Certification #: PL120219

**CURRENT POSITION INFORMATION**

**PROPOSED POSITION INFORMATION**

DEPT/DIV 775-580 Eng, PW & Fac/ Public Works

DEPT/DIV 775-580 Eng, PW & Fac/ Public Works

PREVIOUS EMPLOYEE Tondi Christopher

PROPOSED EMPLOYEE DeMorais Eugenio

TITLE Road Repairer 1

TITLE ROAD REPAIRER 1

SALARY \$36,382.00

SALARY \$47,074.00

FUND ALLOCATIONS 100% MV

FUND ALLOCATIONS 100% MV

UNION/EXCLUSIONARY A51 Union Council #8

UNION/EXCLUSIONARY A51 Union Council #8

GRADE  HOURS 80.00 Date Avail.: 4/14/2012

GRADE  HOURS 80.00 HIRE D 7/31/2004

## SELECTED CANDIDATE INFORMATION

NAME DeMorais Eugenio

EMPLOYEE'S CURRENT SALARY \$46,084.00

STARTING/PROPOSED SALARY \$47,074.00

CURRENT GRADE  PC# 00-41044

GRADE  MIN: \$35,622.00 MAX: \$52,449.00

\$ Increase \$1,990.00

EFFECTIVE DATE 4/14/2012

Current Title Laborer 40 a5.92

PROMOTION IN POSITION  PROMOTION TO VACANCY

Current Union A51

DATE OF LAST PROMOTION

## AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/12/12	ADMIN. SERVICES <i>[Signature]</i>	4/26/12
PERSONNEL <i>[Signature]</i>	4/26/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

## AUTHORIZE TO HIRE

*[Signature]* \_\_\_\_\_  
 COUNTY MANAGER DATE

## FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

## ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

1006 - M-13-56-201-012-011

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-41044

## ACTION TO BE TAKEN

**NEW HIRE**

- Interim       Temporary  
 Permanent     Unclass  
 Provisional     WIA

- PROMOTION IN POSITION       INTERIM APPOINTMENT  
 PROMOTION TO VACANCY       FUNDING ALLOCATION CHANGE  
 TRANSFER                       SALARY CHANGE  
 REPLACE VACANCY               TITLE CHANGE  
 TEMPORARY APPOINTMENT     OTHER

Certification #:

**CURRENT POSITION INFORMATION**

**PROPOSED POSITION INFORMATION**

DEPT/DIV 775-580 Eng, PW & Fac/ Public Works  
 PREVIOUS EMPLOYEE DeMorais Eugenio  
 TITLE Laborer 1  
 SALARY \$46,074.00  
 FUND ALLOCATIONS 100% MV  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE   HOURS 80.00 Date Avail.: 4/14/2012

DEPT/DIV 775-580 Eng, PW & Fac/ Public Works  
 PROPOSED EMPLOYEE Tondi Christopher  
 TITLE LABORER 1  
 SALARY \$36,383.00  
 FUND ALLOCATIONS 100% MV  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE   HOURS 80.00 HIRE D 8/11/2007

## SELECTED CANDIDATE INFORMATION

NAME Tondi Christopher  
 STARTING/PROPOSED SALARY \$36,383.00  
 GRADE   MIN: \$32,117.00 MAX: \$51,762.00  
 EFFECTIVE DATE 4/14/2012  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION  

EMPLOYEE'S CURRENT SALARY \$37,372.00  
 CURRENT GRADE   PC# 00-46404  
 \$ Increase -(989.00)  
 Current Title Road Repairer  
 Current Union A51

## AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/12/12	ADMIN. SERVICES <i>[Signature]</i>	4/26/12
PERSONNEL <i>[Signature]</i>	4/26/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

## AUTHORIZE TO HIRE

\_\_\_\_\_  
COUNTY MANAGER

\_\_\_\_\_  
DATE

## FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

## ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

10076 - M-13-56-201-012-011

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-26351

## ACTION TO BE TAKEN

### NEW HIRE

- Interim       Temporary  
 Permanent     Unclass  
 Provisional     WIA

- PROMOTION IN POSITION       INTERIM APPOINTMENT  
 PROMOTION TO VACANCY       FUNDING ALLOCATION CHANGE  
 TRANSFER                       SALARY CHANGE  
 REPLACE VACANCY               TITLE CHANGE  
 TEMPORARY APPOINTMENT     OTHER grade change

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV 701-170 Clerk Of The Board  
 PREVIOUS EMPLOYEE VACANT (Pellettiere James)  
 TITLE Clerk / Dep Dir of Info & Media Relations  
 SALARY \$80,000.00  
 FUND ALLOCATIONS 100% Grant  
 UNION/EXCLUSIONARY A50 Non-Contractuals  
 GRADE G16.5 HOURS 70.00 Date Avail.: 2/1/2012

DEPT/DIV 701-170 Clerk Of The Board  
 PROPOSED EMPLOYEE Saxton Salonia  
 TITLE KEYBOARDING CLERK 1  
 SALARY \$61,696.50  
 FUND ALLOCATIONS 100% Grant  
 UNION/EXCLUSIONARY A50 Non-Contractuals  
 GRADE G17 HOURS 70.00 HIRE D 2/24/2007

### SELECTED CANDIDATE INFORMATION

NAME Saxton Salonia  
 STARTING/PROPOSED SALARY \$61,696.50  
 GRADE G17 MIN: \$47,060.00 MAX: \$70,590.00  
 EFFECTIVE DATE 4/7/2012  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY \$61,696.50  
 CURRENT GRADE G17 PC# 00-30252  
 \$ Increase \$0.00  
 Current Title Clerk Typist G17.0  
 Current Union A50

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4.5.12	ADMIN. SERVICES <i>[Signature]</i>	4/19/12
PERSONNEL <i>[Signature]</i>	4/19/12	COUNTY MANAGER <i>[Signature]</i>	
FINANCE <i>[Signature]</i>	4/24/12		

### AUTHORIZE TO HIRE

\_\_\_\_\_  
COUNTY MANAGER

\_\_\_\_\_  
DATE

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

P-01-55-271-012-171 - 100%

EEO 4 FUNCTION CODE

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-81861

## ACTION TO BE TAKEN

**NEW HIRE**

- Interim  Temporary
- Permanent  Unclass
- Provisional  WIA

- PROMOTION IN POSITION
- PROMOTION TO VACANCY
- TRANSFER
- REPLACE VACANCY
- TEMPORARY APPOINTMENT
- INTERIM APPOINTMENT
- FUNDING ALLOCATION CHANGE
- SALARY CHANGE
- TITLE CHANGE
- OTHER Cost Center Change

Certification #:

**CURRENT POSITION INFORMATION**

**PROPOSED POSITION INFORMATION**

DEPT/DIV 791-648 Runnells/ Laundry  
 PREVIOUS EMPLOYEE Goffe Joya  
 TITLE Instit Attend b5.92  
 SALARY \$46,341.76  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE  HOURS 75.00 Date Avail.:

DEPT/DIV 791-616 Runnells/ Instit Attend  
 PROPOSED EMPLOYEE Goffe, Joya  
 TITLE Institutional Attendant  
 SALARY \$46,341.76  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE  HOURS 75.00 HIRE D

## SELECTED CANDIDATE INFORMATION

NAME Goffe, Joya  
 STARTING/PROPOSED SALARY \$46,341.76  
 GRADE  MIN: \$32,037.00 MAX: \$46,342.00  
 EFFECTIVE DATE 6/1/2012  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY   
 CURRENT GRADE  PC#   
 \$ Increase   
 Current Title   
 Current Union

## AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/24/12	ADMIN. SERVICES <i>[Signature]</i>	4/26/12
PERSONNEL <i>[Signature]</i>	4/26/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

## AUTHORIZE TO HIRE

COUNTY MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

## FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

## ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

Cost Center Change for Joya Goffe, Institutional Attendant, from CC:648, to CC:616.

EEO 4 FUNCTION CODE

7



# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-82881

## ACTION TO BE TAKEN

**NEW HIRE:**

- Interim  Temporary
- Permanent  Unclass
- Provisional  WIA

- PROMOTION IN POSITION
- PROMOTION TO VACANCY
- TRANSFER
- REPLACE VACANCY(1.0)
- TEMPORARY APPOINTMENT
- INTERIM APPOINTMENT
- FUNDING ALLOCATION CHANGE
- SALARY CHANGE
- TITLE CHANGE
- OTHER

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV **791-641 Runnells/ Activities Therapy**  
 PREVIOUS EMPLOYEE **Michalowski Carol**  
 TITLE **Rec Therapy Aide**  
 SALARY **\$47,284.21**  
 FUND ALLOCATIONS **100%** County  
 UNION/EXCLUSIONARY **A51** Union Council #8  
 GRADE  HOURS **75.00** Date Avail: **5/1/2012**

DEPT/DIV **791-641 Runnells/ Activities Therapy**  
 PROPOSED EMPLOYEE **To Be Determined**  
 TITLE **Institutional Attendant**  
 SALARY **\$25,042.00**  
 FUND ALLOCATIONS **100%** County  
 UNION/EXCLUSIONARY **A51** Union Council #8  
 GRADE  HOURS **75.00** HIRE D

### SELECTED CANDIDATE INFORMATION

NAME **To Be Determined**  
 STARTING/PROPOSED SALARY **\$25,042.00**  
 GRADE  MIN: **\$25,042.00** MAX: **\$43,619.00**  
 EFFECTIVE DATE **UPON APPROVAL**  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY   
 CURRENT GRADE  PC#   
 \$ Increase   
 Current Title   
 Current Union

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/11/12	ADMIN. SERVICES <i>[Signature]</i>	4/25/12
PERSONNEL <i>[Signature]</i>	4/25/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

### AUTHORIZE TO HIRE

COUNTY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

PROJECTED TO BE LAID OFF ON 05/01/2012.

EEO 4 FUNCTION CODE 7

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

02-89601

## ACTION TO BE TAKEN

**NEW HIRE**

- Interim       Temporary
- Permanent     Unclass
- Provisional    WIA

- PROMOTION IN POSITION       INTERIM APPOINTMENT
- PROMOTION TO VACANCY       FUNDING ALLOCATION CHANGE
- TRANSFER                       SALARY CHANGE
- REPLACE VACANCY (1.0)       TITLE CHANGE
- TEMPORARY APPOINTMENT     OTHER

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV   
 PREVIOUS EMPLOYEE   
 TITLE   
 SALARY   
 FUND ALLOCATIONS      
 UNION/EXCLUSIONARY  Union Council #8  
 GRADE  HOURS  Date Avail.:

DEPT/DIV   
 PROPOSED EMPLOYEE   
 TITLE   
 SALARY   
 FUND ALLOCATIONS      
 UNION/EXCLUSIONARY  Union Council #8  
 GRADE  HOURS  HIRE D

### SELECTED CANDIDATE INFORMATION

NAME  EMPLOYEE'S CURRENT SALARY   
 STARTING/PROPOSED SALARY  CURRENT GRADE  PC#   
 GRADE  MIN:  MAX:   
 \$ Increase   
 EFFECTIVE DATE  Current Title   
 PROMOTION IN POSITION  PROMOTION TO VACANCY  Current Union   
 DATE OF LAST PROMOTION

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/11/12	ADMIN. SERVICES <i>[Signature]</i>	4/25/12
PERSONNEL <i>[Signature]</i>	4/25/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

### AUTHORIZE TO HIRE

\_\_\_\_\_  
COUNTY MANAGER

\_\_\_\_\_  
DATE

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

PROJECTED TO BE LAID OFF ON 05/01/2012.

EEO 4 FUNCTION CODE   7

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-83251

## ACTION TO BE TAKEN

**NEW HIRE**

Interim  Temporary  
 Permanent  Unclass  
 Provisional  WIA

PROMOTION IN POSITION  INTERIM APPOINTMENT  
 PROMOTION TO VACANCY  FUNDING ALLOCATION CHANGE  
 TRANSFER  SALARY CHANGE  
 REPLACE VACANCY (1.0)  TITLE CHANGE  
 TEMPORARY APPOINTMENT  OTHER

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV 791-641 Runnells/ Activities Therapy  
 PREVIOUS EMPLOYEE Jackson Alice  
 TITLE Rec Therapy Aide  
 SALARY \$40,512.00  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE   HOURS 75.00 Date Avail.: 5/1/2012

DEPT/DIV 791-641 Runnells/ Activities Therapy  
 PROPOSED EMPLOYEE To Be Determined  
 TITLE Institutional Attendant  
 SALARY \$25,042.00  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE   HOURS 75.00 HIRE D  

### SELECTED CANDIDATE INFORMATION

NAME To Be Determined  
 STARTING/PROPOSED SALARY \$25,042.00  
 GRADE   MIN: \$25,042.00 MAX: \$43,619.00  
 EFFECTIVE DATE UPON APPROVAL  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION  

EMPLOYEE'S CURRENT SALARY    
 CURRENT GRADE   PC#    
 \$ Increase    
 Current Title    
 Current Union  

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/11/12	ADMIN. SERVICES <i>[Signature]</i>	4/25/12
PERSONNEL <i>[Signature]</i>	4/25/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

### AUTHORIZE TO HIRE

COUNTY MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.   DATE ADOPTED  

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

PROJECTED TO BE LAID OFF ON 05/01/2012.

EEO 4 FUNCTION CODE   7

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-84161

## ACTION TO BE TAKEN

**NEW HIRE**

Interim  Temporary  
 Permanent  Unclass  
 Provisional  WIA

- PROMOTION IN POSITION
- PROMOTION TO VACANCY
- TRANSFER
- REPLACE VACANCY (1.0)
- TEMPORARY APPOINTMENT
- INTERIM APPOINTMENT
- FUNDING ALLOCATION CHANGE
- SALARY CHANGE
- TITLE CHANGE
- OTHER

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV   
 PREVIOUS EMPLOYEE   
 TITLE   
 SALARY   
 FUND ALLOCATIONS    
 UNION/EXCLUSIONARY  Union Council #8  
 GRADE  HOURS  Date Avail.:

DEPT/DIV   
 PROPOSED EMPLOYEE   
 TITLE   
 SALARY   
 FUND ALLOCATIONS    
 UNION/EXCLUSIONARY  Union Council #8  
 GRADE  HOURS  HIRE D

### SELECTED CANDIDATE INFORMATION

NAME   
 STARTING/PROPOSED SALARY   
 GRADE  MIN:  MAX:   
 EFFECTIVE DATE   
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY   
 CURRENT GRADE  PC#   
 \$ Increase   
 Current Title   
 Current Union

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/11/12	ADMIN. SERVICES <i>[Signature]</i>	4/25/12
PERSONNEL <i>[Signature]</i>	4/25/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

### AUTHORIZE TO HIRE

\_\_\_\_\_  
 COUNTY MANAGER

\_\_\_\_\_  
 DATE

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

PROJECTED TO BE LAID OFF ON 05/01/2012.

EEO 4 FUNCTION CODE     7

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

02-89201

## ACTION TO BE TAKEN

**NEW HIRE:**

Interim  Temporary   
 Permanent  Unclass   
 Provisional  WIA

PROMOTION IN POSITION  INTERIM APPOINTMENT  
 PROMOTION TO VACANCY  FUNDING ALLOCATION CHANGE  
 TRANSFER  SALARY CHANGE  
 REPLACE VACANCY (1.0)  TITLE CHANGE  
 TEMPORARY APPOINTMENT  OTHER

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV **791-641 Runnells/ Activities Therapy**  
 PREVIOUS EMPLOYEE **Granato Jamie**  
 TITLE **Rec Therapy Aide**  
 SALARY **\$37,810.37**  
 FUND ALLOCATIONS **100%** County   
 UNION/EXCLUSIONARY **A51** Union Council #8  
 GRADE  HOURS **75.00** Date Avail.: **5/1/2012**

DEPT/DIV **791-641 Runnells/ Activities Therapy**  
 PROPOSED EMPLOYEE **To Be Determined**  
 TITLE **Institutional Attendant**  
 SALARY **\$25,042.00**  
 FUND ALLOCATIONS **100%** County   
 UNION/EXCLUSIONARY **A51** Union Council #8  
 GRADE  HOURS **75.00** HIRE D

### SELECTED CANDIDATE INFORMATION

NAME **To Be Determined**  
 STARTING/PROPOSED SALARY **\$25,042.00**  
 GRADE  MIN: **\$25,042.00** MAX: **\$43,619.00**  
 EFFECTIVE DATE **UPON APPROVAL**  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY   
 CURRENT GRADE  PC#   
 \$ Increase   
 Current Title   
 Current Union

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/11/12	ADMIN. SERVICES <i>[Signature]</i>	9/25/12
PERSONNEL <i>[Signature]</i>	4/25/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

### AUTHORIZE TO HIRE

COUNTY MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

PROJECTED TO BE LAID OFF ON 05/01/2012.

EEO 4 FUNCTION CODE 7

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-82131

## ACTION TO BE TAKEN

**NEW HIRE**

- Interim  Temporary
- Permanent  Unclass
- Provisional  WIA

- PROMOTION IN POSITION
- PROMOTION TO VACANCY
- TRANSFER
- REPLACE VACANCY (1.0)
- TEMPORARY APPOINTMENT
- INTERIM APPOINTMENT
- FUNDING ALLOCATION CHANGE
- SALARY CHANGE
- TITLE CHANGE
- OTHER

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV   
 PREVIOUS EMPLOYEE   
 TITLE   
 SALARY   
 FUND ALLOCATIONS    
 UNION/EXCLUSIONARY  Union Council #8  
 GRADE  HOURS  Date Avail.:

DEPT/DIV   
 PROPOSED EMPLOYEE   
 TITLE   
 SALARY   
 FUND ALLOCATIONS    
 UNION/EXCLUSIONARY  Union Council #8  
 GRADE  HOURS  HIRE D

### SELECTED CANDIDATE INFORMATION

NAME   
 STARTING/PROPOSED SALARY   
 GRADE  MIN:  MAX:   
 EFFECTIVE DATE   
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY   
 CURRENT GRADE  PC#   
 \$ Increase   
 Current Title   
 Current Union

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/11/12	ADMIN. SERVICES <i>[Signature]</i>	4/25/12
PERSONNEL <i>[Signature]</i>	4/25/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

### AUTHORIZE TO HIRE

COUNTY MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

PROJECTED TO BE LAID OFF ON 05/01/2012.

EEO 4 FUNCTION CODE



# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-84061

## ACTION TO BE TAKEN

**NEW HIRE**

Interim  Temporary  
 Permanent  Unclass  
 Provisional  WIA

PROMOTION IN POSITION  INTERIM APPOINTMENT   
 PROMOTION TO VACANCY  FUNDING ALLOCATION CHANGE   
 TRANSFER  SALARY CHANGE   
 REPLACE VACANCY   TITLE CHANGE of Supr. of Nurses VAC (see below)  
 TEMPORARY APPOINTMENT  OTHER

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV 791-613 Runnells/Nursing Administration DEPT/DIV 791-613 Runnells/Nursing Administration  
 PREVIOUS EMPLOYEE Vacant PROPOSED EMPLOYEE Lewis, Margaret  
 TITLE SUPERVISOR OF NURSES TITLE Advanced Practice Nurse Gerontology  
 SALARY \$58,160.-\$87,240. SALARY \$80,452.85  
 FUND ALLOCATIONS 100% County FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A50 UNION/EXCLUSIONARY A50  
 GRADE  HOURS 75.0 Date Avail.: 01/29/12 GRADE G19 HOURS 75.0 HIRE D

### SELECTED CANDIDATE INFORMATION

NAME Lewis, Margaret EMPLOYEE'S CURRENT SALARY   
 STARTING/PROPOSED SALARY \$80,452.85 CURRENT GRADE  PC#   
 GRADE G19 MIN: \$62,200.00 MAX: \$93,300.00 \$ Increase   
 EFFECTIVE DATE 6/1/2012 Current Title   
 PROMOTION IN POSITION  PROMOTION TO VACANCY  Current Union   
 DATE OF LAST PROMOTION

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/12/12	ADMIN. SERVICES <i>[Signature]</i>	4/26/12
PERSONNEL <i>[Signature]</i>	4/26/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

### AUTHORIZE TO HIRE

COUNTY MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

Changing the title of vacancy Supervisor of Nurses in CC:613, to the title held by Margaret Lewis, Advanced Practice Nurse Gerontology, in CC:613, effective 06/01/2012. Salary, and grade remains the same for Margaret Lewis.  
 To rescind L/O action.

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

99-00616

## ACTION TO BE TAKEN

**NEW HIRE**

- Interim       Temporary
- Permanent     Unclass
- Provisional     WIA

- PROMOTION IN POSITION
- PROMOTION TO VACANCY
- TRANSFER
- REPLACE VACANCY
- TEMPORARY APPOINTMENT
- INTERIM APPOINTMENT
- FUNDING ALLOCATION CHANGE
- SALARY CHANGE
- TITLE CHANGE
- OTHER Cost Center Change Rep. r Hrs

Certification #:

## CURRENT POSITION INFORMATION

## PROPOSED POSITION INFORMATION

DEPT/DIV 791-616 Runnells/ Instit Attend  
 PREVIOUS EMPLOYEE DiMura Anthony  
 TITLE Instit Attend a9.95  
 SALARY \$28,010.00  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A51 Union Council #8  
 GRADE  HOURS 75.00 Date Avail.:

DEPT/DIV 791-614 Runnells/ RNs  
 PROPOSED EMPLOYEE .DiMura, Anthony  
 TITLE Graduate Nurse  
 SALARY \$31,367.70  
 FUND ALLOCATIONS 100% County  
 UNION/EXCLUSIONARY A89 HPAE Runnells Nurses  
 GRADE  HOURS 45.00 HIRE D 2/22/09

## SELECTED CANDIDATE INFORMATION

NAME .DiMura, Anthony  
 STARTING/PROPOSED SALARY \$31,367.70  
 GRADE  MIN: \$52,279.50 MAX: \$77,200.50  
 EFFECTIVE DATE UPON APPROVAL  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY \$28,010.00  
 CURRENT GRADE . PC# 99-00616  
 \$ Increase \$14,561.70 p/t 22.5 hrs./wk.  
 Current Title Institutional Attendant  
 Current Union Co.8

## AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	3/7/12	ADMIN. SERVICES <i>[Signature]</i>	4/25/12
PERSONNEL <i>[Signature]</i>	4/25/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/23/12		

## AUTHORIZE TO HIRE

\_\_\_\_\_  
COUNTY MANAGER

\_\_\_\_\_  
DATE

## FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.

DATE ADOPTED

## ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

On 3/6/12, Anthony DiMura received his Registered Nurse License, (see attached). Anthony DiMura is an Institutional Attendant in CC:616, f/t, will now be going to a p/t 22.5 hrs./wk. Graduate Nurse position in CC:614, taking .6 (22.5 hrs./wk.) from the CC:614 pool. His salary as a Institutional Attendant, f/t, is \$28,010.00/yr. His new salary as a Graduate Nurse, f/t, will be \$52,279.50/yr., per HPAE contract, p/t at 22.5 hrs./wk., CC:614, HPAE, will be \$31,367.70./yr.

EEO 4 FUNCTION CODE 7



# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

99-00614

## ACTION TO BE TAKEN

**NEW HIRE**

- Interim       Temporary
- Permanent     Unclass
- Provisional     WIA

- PROMOTION IN POSITION       INTERIM APPOINTMENT
- PROMOTION TO VACANCY       FUNDING ALLOCATION CHANGE
- TRANSFER                       SALARY CHANGE
- REPLACE VACANCY (.6)       TITLE CHANGE
- TEMPORARY APPOINTMENT     OTHER

Certification #:

### CURRENT POSITION INFORMATION

### PROPOSED POSITION INFORMATION

DEPT/DIV 791-614 Runnells/ RNs  
 PREVIOUS EMPLOYEE Laguerre Stephane  
 TITLE Grad Nurse PT  
 SALARY \$39,956.00  
 FUND ALLOCATIONS 100% County    
 UNION/EXCLUSIONARY A89 HPAE Runnells Nurses  
 GRADE  HOURS 45.00 Date Avail.: 11/15/2011

DEPT/DIV 791-614 Runnells/ RNs  
 PROPOSED EMPLOYEE To Be Determined DiMura, Anthony  
 TITLE Graduate Nurse  
 SALARY \$31,367.70  
 FUND ALLOCATIONS 100% County    
 UNION/EXCLUSIONARY A89 HPAE Runnells Nurses  
 GRADE  HOURS 45.00 HIRE D

### SELECTED CANDIDATE INFORMATION

NAME To Be Determined DiMura, Anthony  
 STARTING/PROPOSED SALARY \$31,367.70  
 GRADE  MIN: \$52,279.50 MAX: \$77,200.50  
 EFFECTIVE DATE UPON APPROVAL  
 PROMOTION IN POSITION  PROMOTION TO VACANCY   
 DATE OF LAST PROMOTION

EMPLOYEE'S CURRENT SALARY   
 CURRENT GRADE  PC#   
 \$ Increase   
 Current Title   
 Current Union

### AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	11/29/11	ADMIN. SERVICES <i>[Signature]</i>	12-1-11
PERSONNEL <i>[Signature]</i>	12/1/11	COUNTY MANAGER <i>[Signature]</i>	12-5-11
FINANCE <i>[Signature]</i>	12/1/11		

### AUTHORIZE TO HIRE

COUNTY MANAGER DATE

### FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO.  DATE ADOPTED

### ADDITIONAL INFORMATION (including Position Funding with account numbers: x-xx-xx-xxx-xxx-xxx format)

Salary commensurates with education & experience.  
 90-Day waiver letter attached. This is continuous posting.

# PROPOSED PERSONNEL ACTION

AGENDA #:

POSITION CONTROL #

00-83421

## ACTION TO BE TAKEN

### NEW HIRE

- Interim  Temporary
- Permanent  Unclass
- Provisional  WIA

- PROMOTION IN POSITION  INTERIM APPOINTMENT
- PROMOTION TO VACANCY  FUNDING ALLOCATION CHANGE
- TRANSFER  SALARY CHANGE
- REPLACE VACANCY  TITLE CHANGE ONLY
- TEMPORARY APPOINTMENT  OTHER

Certification #: \_\_\_\_\_

## CURRENT POSITION INFORMATION / PROPOSED POSITION INFORMATION

DEPT/DIV 791-627 Runnells/ Admitting

DEPT/DIV 791-627 Runnells/ Admitting

PREVIOUS EMPLOYEE Famular-Ellis Lisa

PROPOSED EMPLOYEE Famular-Ellis, Lisa

TITLE Clerk Typist 37.5 a5.92

TITLE Receptionist

SALARY \$33,854.61

SALARY \$33,854.61

FUND ALLOCATIONS 100% County

FUND ALLOCATIONS 100% County

UNION/EXCLUSIONARY A51 Union Council #8

UNION/EXCLUSIONARY A51 Union Council #8

GRADE \_\_\_\_\_ HOURS 75.00 Date Avail.: \_\_\_\_\_

GRADE \_\_\_\_\_ HOURS 75.00 HIRE D \_\_\_\_\_

## SELECTED CANDIDATE INFORMATION

NAME Famular-Ellis, Lisa

EMPLOYEE'S CURRENT SALARY \_\_\_\_\_

STARTING/PROPOSED SALARY \$33,854.61

CURRENT GRADE \_\_\_\_\_ PC# \_\_\_\_\_

GRADE \_\_\_\_\_ MIN: \$31,594.00 MAX: \$45,710.00

\$ Increase \_\_\_\_\_

EFFECTIVE DATE ~~4/1/2012~~ 5/1/2012

Current Title \_\_\_\_\_

PROMOTION IN POSITION  PROMOTION TO VACANCY

Current Union \_\_\_\_\_

DATE OF LAST PROMOTION \_\_\_\_\_

## AUTHORIZATION FOR REQUESTED ACTION

	DATE		DATE
DEPARTMENT HEAD <i>[Signature]</i>	4/4/12	ADMIN. SERVICES <i>[Signature]</i>	4/26/12
PERSONNEL <i>[Signature]</i>	4/25/12	COUNTY MANAGER <i>[Signature]</i>	4/27/12
FINANCE <i>[Signature]</i>	4/26/12		

### AUTHORIZE TO HIRE

COUNTY MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

## FREEHOLDER BOARD ACTION (if required)

RESOLUTION NO. \_\_\_\_\_

DATE ADOPTED \_\_\_\_\_

## ADDITIONAL INFORMATION (including Position Funding with account numbers XXX-XXX-XX-XX format)

Title Change only.

EEO 4 FUNCTION CODE

7