

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 2/17/2022	PREPARED BY: Eric Wyant
Meeting Date Requested: 3/1/2022	PRESENTED BY: Eric Wyant and Acting Public Works Director, Craig Erdman
ITEM: (Select One) x Consent Agenda Brought Before the Board Time needed:	
SUBJECT: Approval to Place Lead Mechanic at Step 6	
FISCAL IMPACT: \$6, 593 annual impact, \$0 budget impact for 2022 as the salary increase will be absorbed by other salary savings.	
BACKGROUND: Public Works currently has an opening for the position of Lead Mechanic. One of these openings will be filled by J Woods on 3/1/2022. J Woods has been a Mechanic with Public Works since June 2017, and C Erdman is requesting to promote J Woods at Step 6 of the salary schedule (\$31.52/hour) to recognize his work performance and experience during his employment with Franklin County. In addition to J Woods' experience with Franklin County, he an additional five years of experience with equipment maintenance and operation work. Based on J Woods' current salary (Grade 14, Step 5) he would be placed in Grade 15, Step 4 of the salary schedule per County policy. This request amounts to a base salary increase of \$2.94/hour over what he would be placed in per policy.	
RECOMMENDATION: Parties below recommend approval of the Step 6 entry and authorization for the Chair to sign the Personnel Action Form (PAF).	
COORDINATION: C Erdman brought the request to Human Resources, and upon review it was determined that the request is appropriate given J Woods' training and experience.	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Personnel Action Form 2. Letter of Recommendation from Supervisor	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Original to HR for processing and retention.	

I certify the above information is accurate and complete.



Eric Wyant, HR Director



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

☐ New Hire ☐ Re-Hire ☒ Position Change ☐ Pay Change ☐ Employment Separation ☐ Leave

Employee Name: WOODS, JACOB

Effective Date of Change: MARCH 1, 2022

Department: PUBLIC WORKS-MOTOR VEHICLE

Submitted Date: FEBRUARY 16, 2022

☐ New Hire ☒ Position Change* ☒ *Action Type: Promotion
☐ Re-Hire ☐ Pay Change* ☒ Performance Evaluation: N/A

For position changes/new hire/re-hire
Please select at least one from each column below

Job Title: LEAD MECHANIC

Department Title: MOTOR VEHICLE

Department ID #: 500-000-001

Grade/Step: 15-6
(If N/A, enter Salary or Hourly rate)

Resolution #:
(If Applicable)

Employment Type

☒ Full-Time
☐ Part-Time
☐ Seasonal/ Temporary
of Months: _____
(Maximum 120 Working Days)
☐ Variable/ On-call
☐ Provisional

Schedule

☐ 7.5 Hours/Day
☐ 8 Hours/Day
☐ Public Safety
☐ Flex
☒ Hourly
Hours/Day: 10
Days/Week: 4

Comments:

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____

Leave hours to Pay Out?

☐ Yes* ☐ No

* Please submit payout form to HR
following employee's last date physically worked

☐ Voluntary Termination
☐ Involuntary Termination

Leave:

Last Date Physically Worked: _____

Leave Begin Date: _____

Leave End Date: _____

☐ Family and Medical Leave (Report hours used to HR for tracking) ☐ Paid
☐ Military (Report hours used to HR for tracking) ☐ Unpaid
☐ Administrative
☐ Other (Please Specify): _____

Authorization/Approval Signatures

Commissioner (If Applicable)

X

Elected Official/Department Head

X

Supervisor (If Applicable)

X

Human Resources

X

_____/_____/20__

2/16/2022

_____/_____/20__

_____/_____/20__

For Human Resources Use Only:

☐ Original Document- HR ☐ Electronic Copy- Payroll ☐ Electronic Copy- EO/Dept. Head ☐ Salary Matrix Wage Verification - Matrix Resolution #: _____
☐ Entered into One Solution - PCN #: _____ Term Cd 2: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 12/2021



FRANKLIN COUNTY

PUBLIC WORKS DEPARTMENT

Matt Mahoney, Public Works Director

Craig Erdman, PE, County Engineer/Asst. Public Works Director

Craig Erdman,

02/16/2022

As of 02/15/2022 our internal Job posting for the Lead Mechanic has closed. During the required time of publication, we have received one application. Jacob Woods has applied for the position. I feel that Jacob is qualified to move into that position.

Jacob Woods is currently employed as a Mechanic/Welder, and receiving grade 14 step 5 wages. I would like to move Jacob into the Lead Mechanic position, and offer him grade 15 step 6 wages. Jacob has proven his ability to provide a high level of quality and professionalism to his current position, and I am convinced he would carry that on to the next level.

I submit this request for your consideration and approval.

Thank you,

A handwritten signature in dark ink that reads "Greg Snyder".

Greg Snyder
Maintenance Shop Supervisor
Franklin County Public Works

approved
(Craig Erdman)
2/16/2022