

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 6/28/2022	<b>PREPARED BY:</b> Eric Wyant
<b>Meeting Date Requested:</b> 7/5/2022	<b>PRESENTED BY:</b> Eric Wyant
<b>ITEM:</b> (Select One)      Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 5 minutes	
<b>SUBJECT:</b> Approval to Hire HR Generalist II Candidate at Step 3	
<b>FISCAL IMPACT:</b> \$3,143 impact for 2022	
<b>BACKGROUND:</b> <p>There is currently an HR Generalist II opening which was created following my promotion to the position of HR Director earlier this year. Upon my promotion and reclassification approval by the Board, the position was posted in late February. Following a first round of interviews, the position was reposted due to not receiving enough qualified applicants. Interviews were conducted after the second posting period, and I have identified a candidate, S. Price who meets the qualifications of the job posting, would join the County with over 4.5 years of HR experience, over three years of assistant management experience, and will be obtaining her professional HR certification from SHRM within the coming weeks. I believe her combination of work experience and HR credentials will allow her to successfully lead the County's benefits administration and open enrollment processes, be a good partner to managers on addressing the day-to-day HR needs of managers, in addition to the other essential functions of the HR Generalist II position. I am requesting a Step 3 entry as that is the salary that will be competitive with her current salary.</p> <p>The Step 1 salary for and HR Generalist I is \$62,088 so this request amounts to a base salary increase of \$6,385.60 over the entry level step.</p> <p>This is the final position to fill in HR, and with a number of the HR positions having been open throughout the year, the fiscal impact would likely be absorbed with other salary savings in the budget.</p>	
<b>RECOMMENDATION:</b> <p>I am requesting the Board make a motion to authorize the HR Director to offer S. Price the HR Generalist II position at Step 3 on Grade 17 on the <i>Non-Bargaining 8 Hour Seven Step Salary Matrix</i>.</p> <p>If the requested action is authorized, a personnel action form would be submitted on a future consent agenda for the Chair to sign once a start date has been determined.</p>	

**COORDINATION:** I reviewed the applicant's background and qualifications with K. Johnson, County Administrator. I also reviewed previous entry step exception requested approved by the Board and determined that this Step 3 request is consistent with other requests.

**ATTACHMENTS:** (Documents you are submitting to the Board)

1. Budget Form

**HANDLING / ROUTING:** (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)

N/A

*I certify the above information is accurate and complete.*



Eric Wyant, HR Director

**2022 POSITION CHANGE BUDGET REQUEST FORM**  
USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

**Department** HUMAN RESOURCES

**Position Title** HR Generalist II

**Bargaining Unit** NON BARGAINING, 8-hour day

**Employee Name**  
(if applicable) New Hire

**Date of Next Scheduled**  
**Step Increase (if applicable)** \_\_\_\_\_

Will this request reset the anniversary date? NO If YES, new date of next step increase: \_\_\_\_\_

Is the employee's current salary frozen? NO If YES, enter current bi-weekly salary : \_\_\_\_\_

Current Grade	<u>17</u>	Requested Grade	<u>17</u>
Current Step (as of 1/1/22)	<u>1</u>	Requested Step	<u>3</u>
Current Hours per Week	<u>40.00</u>	Requested Hours per Week	<u>40.00</u>
Current Salary	\$ 62,088.00	Requested Salary	\$ 68,474.00

Has HR reviewed the request and made a compensation recommendation? YES

Is the requested grade consistent with HR's recommendation? YES

Is the position already eligible for health benefits? YES

If not, does this request include the addition of health benefits? \_\_\_\_\_

Is the position eligible for retirement benefits? YES

Requested effective date of change: 8/1/2022

**JUSTIFICATION:**

Start date is TBD determined, but the candidate would likely start after 8/1/22 due to pre-scheduled time off.

**Cost Calculation**

(See Attachment B1 for current rates depending on bargaining unit)

**Gross Pay (Increase in Annual Salary)** \$ 2,661.00

(Number includes adjustment for budgeted payroll accrual at year-end)

FICA/Medicare 204.00

Health Benefits -

Retirement 273.00

Labor & Industries -

Paid Family Medical Leave 5.00

**Subtotal Benefits** \$ 482.00

**Total Cost of Request** \$ 3,143.00

Dept Head Signature: \_\_\_\_\_

