

A RESOLUTION TO ELIMINATE AN EXECUTIVE SECRETARY POSITION AND
CREATE AN OFFICE SPECIALIST POSITION IN THE OFFICE OF THE DRAIN
COMMISSIONER

WASHTENAW COUNTY BOARD OF COMMISSIONERS

April 17, 2002

WHEREAS, the Office of the Drain Commissioner is reorganizing its Support Services staff to better serve its internal and external customers; and

WHEREAS, the reorganization of the Drain Support Services staff will require a more diverse allocation of administrative responsibilities and that all support staff have access to confidential information; and

WHEREAS, cross-training of staff and a more diverse allocation of administrative responsibilities will be conducive to enhancing quality customer service and to providing better support to Drain Office staff; and

WHEREAS, given the increase in high-level responsibility and access to confidential information, the Drain Commissioner is requesting authorization to eliminate the position of Executive Secretary and create the position of Office Specialist; and

WHEREAS, the Executive Secretary position is currently vacant; and

WHEREAS, the request will have no effect on the current budget or indirect costs; and

WHEREAS, the matter has been reviewed by the Finance Department, Human Resources, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the creation and elimination of the following positions in the Drain Commissioner's Office effective April 17, 2002.

<u>Position #</u>	<u>Position Description</u>	<u>Grade</u>	<u>Group</u>	<u>#Created</u>	<u>#Eliminated</u>
1410-0031	Executive Secretary*	14	12		1.0
2344-0007	Office Specialist*	23	32	1.0	

* Vacant Position