

**COUNTY PERSONNEL COMMITTEE MEETING  
THURSDAY, JUNE 8, 2000, 9:30 AM**

**Present:** Talmage S. Baggett, Chairman  
Billy R. King, Commissioner  
J. Lee Warren, Jr., Commissioner

**Others:** Cliff Strassenburg, County Manager  
James Martin, Deputy County Manager  
Grainger Barrett, County Attorney  
James Lawson, Personnel Services Manager  
Howard Smith, Information Services Director  
Rhonda C. Raynor, Deputy Clerk to the Board  
Press

Chairman Baggett called the meeting to order.

**INVOCATION:** Commissioner King offered the Invocation.

**4. Approval of Minutes of the April 13, 2000 meeting.**

**MOTION:** Commissioner King offered a motion to approve the April 13, 2000 committee meeting minutes.

**SECOND:** Chairman Baggett

**VOTE:** UNANIMOUS

**5. Consideration of Report and Recommendation for Reclassifications.**

**BACKGROUND:** With ongoing developments in the area of information technology, many county agencies have automated processes that utilize a variety of hardware and software. Much of the development has also resulted in the creation of networks. The equipment to support these various systems and networks are located in the computer room in the Information Services department. In order to maintain effective accountability, maintenance and security of the increasing number of computer systems and networks, the duties and responsibilities of two positions are being proposed for revision.

**CONSIDERATIONS:** The revised duties proposed for the affected positions have been studied for appropriate classification. A market analysis was conducted for similar jobs at locations across the state, along with other jobs currently assigned to our classification and pay plan. Additionally, the duties and responsibilities of other positions within Information Services were examined to ensure the internal relationships are maintained within the department.

**JUSTIFICATION:**

1. In order to properly maintain the continually expanding Cumberland County PC network, a position with a higher level of understanding and expertise than called for by the current Microcomputer Specialist classification is required. Security, connectivity and availability of networked systems is now, and will continue to be,

essential to communications in providing services to the public and other agencies. A properly trained and experienced Network Administrator and engineer will insure that Cumberland County will continue to have an operational and reliable system.

2. Current classification of Microcomputer Technician is not indicative of scope of duties now expected or being performed by the incumbent. Since the original classification, the number and complexity of supported machines have increased dramatically. Additionally, the PC network in the county has been continually expanding and this position is responsible for connectivity issues between individual PCs and the network. Some of the duties previously assigned to the restructured position have also been assumed by this position.

**RECOMMENDATION:** Consider the proposed reclassifications, effective 7/1/00.

**Department:** Information Services

<u>Current Classification/Gr.</u>	<u>Posn#'s</u>	<u>Current Budgeted Salary</u>	<u>Proposed Classification/Gr</u>	<u>Proposed Salary</u>	<u>Annualized Difference</u>
1. Microcomputer Specialist/69	424	41,234	Network Admin./71	37,347	(3,887)
2. Microcomputer Technician/65	415	29,829	Microcomputer Specialist/68	32,615	+2,786
				Net Effect	(1,101)

James Lawson noted this action would affect the pay plan because it will create a new classification. A total savings of \$1,101 will actually be realized with these reclassifications. He noted Howard Smith; Information Services Director has done some restructuring in his department.

Grainger Barrett, County Attorney advised the committee of the complexity of the computer system in the County Attorney's office. The personnel in Information Services have done a good job and have a great demand on their services. They do a great job for the County Attorney's office and they depend on them a great deal.

Commissioner Warren arrived at the meeting.

Mr. Lawson then drew the committee's attention to the notation in the handout, which stated the recommendation is based solely on classification. He cannot say the County will be able to recruit someone at the salary set for the Network Administrator position. A change may be needed if there is difficulty in recruitment. He noted the County Manager could deal with that situation at the appropriate time. He advised the Health Department is currently recruiting a similar position and some good applications have been received.

**MOTION:** Commissioner King offered a motion to approve the proposed reclassifications, effective 7/1/00.  
**SECOND:** Commissioner Warren  
**VOTE:** UNANIMOUS

**3. Other Committee Concerns.**

Commissioner Warren asked for the status of the Deputy Clerk position.

Mr. Strassenburg advised everything had been done.

Chairman Baggett asked if vacant county positions were frozen.

Mr. Strassenburg advised vacant county positions have not been frozen. As soon as one is filled, another becomes vacant. We are so close to the end of the fiscal year that a freeze would not help the budget. If the Board wants to eliminate vacant positions they can certainly do so. It would not do any good to freeze positions because they would still need to be funded in the next budget. In order to realize any savings, the positions would need to be eliminated.

Commissioner Warren asked the County Manager to provide the Commissioners a list of all vacant positions in the county and how long they have been vacant at the budget work session scheduled for Monday, June 12<sup>th</sup>. He noted he would like the list to reflect vacancies in all county departments.

Chairman Baggett asked for an update on the Planning Director position.

Mr. Martin advised an offer was made to the applicant from South Carolina, but he never responded to him. The process is now being started again. He advised James Lawson attended the meeting of the Planning Board and staff to recruit this position.

Mr. Lawson advised the recruitment efforts have been expanded and information has been sent to planning agencies. He noted the information is being forwarded from the Planning Department. The requirements for the position are basically the same.

Commissioner King asked about the salary for the position and the problem being experienced in hiring someone.

Mr. Lawson stated someone couldn't be recruited for this position at the minimum of the pay grade. He advised the salary is part of the problem. The Personnel and Planning Departments are working together to fill this position. The Planning Department is also doing some advertising in specific publications.

Commissioner Warren asked about a former Interim Planning Director that is no longer with the County.

Mr. Martin noted that particular individual did not have a four-year planning degree.

Commissioner Warren advised he felt this individual was the best candidate for the position and would like to have him working for the County again.

Mr. Martin advised the individual did submit an application for the position however; the Planning Committee felt this person would be at a disadvantage to themselves and the department by not having a planning degree. This person had done a very good job, but the degree was a factor in their considerations.

Commissioner Warren stated he felt that after a person works for a number of years; they gain a great deal of knowledge due to the amount of experience that they obtain. The right person gets more out of experience than from a four-year degree.

Mr. Strassenburg noted the Planning Department does code enforcement and subdivision review. The other scope of work is long range planning and transportation planning, which is what planners are trained in. The department could be structured so that the Department Head could do the public contact and administration of the department. A strong Deputy Director could be in charge of long range planning and transportation planning. That may be the way to handle the situation in the Planning Department.

Mr. Martin noted the Deputy Director position in Planning has been abolished.

Chairman Baggett asked how the hiring for the Planning Director position has been handled with regard to involvement of the Planning Board.

Mr. Strassenburg advised the Planning Board reviews the applicants and narrows the field. The manager's group consisting of managers from the County, Spring Lake and Hope Mills then review the narrowed group of applicants. The Board of Commissioners does the hiring after receiving a recommendation from the Planning Board and Managers.

Commissioner Warren asked if there would be a possibility that the County could rehire the former Interim Director previously mentioned.

Mr. Barrett advised he has been informed the person is interested in working for the County again.

Mr. Strassenburg stated he could discuss his recommendation with the Planning Board and get their feelings. The situation would be similar to what is being done at the Health Department. He will prepare a memorandum concerning this matter.

No other committee concerns were raised.

Meeting adjourned at 10:00 AM.