

TO THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY: Your County Personnel and Human Services Committee respectfully recommends the adoption of the following:

RESOLUTION

WHEREAS, department heads are charged with reviewing personnel complements to ensure efficient operations; and

WHEREAS, leadership at the Road Department would like to add a part time employee that can assist with administrative duties needed by several functions within the Road Department; and

WHEREAS, a job description has been developed for an Office Technician, a part-time employee that would be eligible for pro-rated benefits.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Berrien County Board of Commissioners approves the following staff complement change effective August 5, 2021:

ADD:

1- Office Technician (.5 FTE)

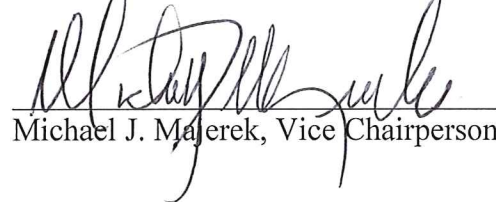
Grade: 1

Effective Date: August 5, 2021

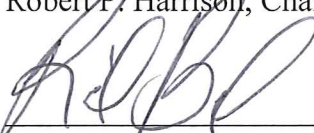
**RESPECTFULLY SUBMITTED,
BERRIEN COUNTY PERSONNEL AND HUMAN SERVICES COMMITTEE**



Robert P. Harrison, Chairperson



Michael J. Majerek, Vice Chairperson



Rayonte D. Bell

RESOLUTION APPROVED AS TO FORM

Administrator B17 Date 7-21-21

Comments Attached _____

Corporate Counsel _____ Date _____

Comments Attached _____