

## MEMORANDUM

**TO:** Members of the St. Charles County Council

**FROM:** Michelle D. McBride, St. Charles County Collector of Revenue *mdm*

**RE:** Budget Adjustment Request for GSR Positions

**DATE:** March 3, 2022

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I am requesting the passage of an Ordinance to adjust the 2022 Collector's Budget by exchanging the one General Service Rep (GSR) II position for another GSR III position.

The GSR II position calls for an individual to work eight hours a day, five days a week, at a Collector's Cashier window. The individual currently working in the position started in August of 2011. She is a gem that has, more often than not, enjoyed the public for the past 10 plus years. However, for several years now, it has been a challenge to find window workers for tax season and we have concerns about the probability of finding another straight window worker after she retires in May.

Furthermore, by making the position a GSR III, it will provide more flexibility in staff utilization and make the workload and pay more equitable amongst all front line workers.

Because of the long tenure of the current GSR II that is retiring in May, the salary in the 2022 budget for that GSR II position is more than \$3,000 greater than the salary will be for a new GSR III. Thus, there will be no negative financial impact to the County's 2022 Budget.

Please approve the elimination of the GSR II position and the addition of another GSR III for the Collector's 2022 Budget.

I am happy to answer any questions before, during or after the Council Meeting at which the Bill for this Ordinance is introduced. My direct line at the County is 636-949-7900 Ext 3976. My cell phone number, which you may also communicate with me by text, is 636-399-0004. My email address is [mmcbride@sccmo.org](mailto:mmcbride@sccmo.org)

Thank you!