

MEMORANDUM

TO: Steve Ehlmann, County Executive
FROM: Matthew Seeds
CC:
SUBJECT: IS Coordinator Reclassification
DATE: 06/14/22

Due to the increased number of contracts and bids that the Information Systems Department engages in annually, Information Systems is adding duties to its Coordinator position to handle more contracting, vendor management, and purchasing for the Department. Having a person designated to work with the Counselor's Office and the Finance Department on contracts and purchasing items will increase the speed in which the Department is able to complete bids and contract negotiations.

This position will also work closely with the Director and Assistant Director on budgeting for the future fiscal year, provide budgeting reports on status throughout the year as well as research, apply and manage grant opportunities that are available.

I am requesting the reclassification of this position to the classification of Information Systems Financial Specialist. This reclassification will occur upon retirement of the current employee in the Coordinator position. The retirement is scheduled for Oct. 3, 2022. Due to vacancies in the Information Systems Department, no additional funds are needed to fund this position in 2022.

This request has been brought before the Merit Commission who unanimously approved the reclassification.