TO: Members of the County Council  
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council  
Joann Leykam, Director of Administration  
Jennifer George, Assistant Director of Administration  
John Greifzu, Assistant Director of Administration

FROM: John Watson, County Counselor

DATE: June 17, 2020

SUBJECT: Bill for Introduction-Reclassification of 1FTE Position; County Counselor’s Office

The County Counselor is requesting the reclassification of one (1) Litigation Assistant position to be reclassified to the position of an Associate County Counselor (Pay Grade 304). The Director of Human Resources has reviewed this position and recommends reclassification based upon the need of the department and the achieved level of education and skill of the current incumbent. This change is funded by the removal of one (1) Litigation Assistant position Pay Grade 207. It is necessary to amend the 2020 Annual Budget, initially approved by Ordinance 19-108. The Department of the County Counselor has sufficient funds in their 2020 budget to account for this proposed change.