

**Lee County Board of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20051596-UTL

1. Action Requested/Purpose:

Change Administrative Assistant Position #001020 from part-time to full-time.

2. What Action Accomplishes:

This will allow clerical staff to minimize overtime and be more effective in handling customer service issues. Board approval is required to change positions from part-time to full-time.

3. Management Recommendation:

Approval.

4. Departmental Category: 10 - Utilities

CIOB

5. Meeting Date:

11-22-2005

6. Agenda:

- Consent
- Administrative
- Appeals
- Public
- Walk-On

7. Requirement/Purpose (specify)

- Statute
- Ordinance
- Admin. Code
- Other Approval
(Personnel Item)

8. Request Initiated:

Commissioner
Department Public Works
Division Utilities
By: Rick Diaz
Rick Diaz, P.E., Director

9. Background:

Position #01020 was changed from an 80-hour bi-weekly to a 60-hour bi-weekly regular position, effective 12-2-99.

Based on current business requirements, the position needs to be reinstated as an 80-hour bi-weekly position.

Funds are available in the following account:

OD5366348700.501210
(Utilities-Administration, Salaries-Full Time Regular)

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10. Review for Scheduling

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager / P.W. Director
					Analyst	Risk	Grants	Mgr.	
<u>J. Lavender</u> Date: <u>11-7-05</u>	N/A Date:	<u>D. Lewis</u> Date: <u>11-8-05</u>		<u>W. Baker</u> Date: <u>11-9-05</u>	<u>AM</u> <u>11/9/05</u>	<u>MR</u> <u>11-9-05</u>	<u>GR</u> <u>11/9/05</u>	<u>AM</u> <u>11/9</u>	<u>J. Lavender</u> Date: <u>11-7-05</u>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN: AM
11-8
4:36
COUNTY ADMIN FORWARDED TO: JK
11-9-05
11:30

Rec. by CoAtty
Date: 11/8/05
Time: 3:30pm
Forwarded To: Diaz
11/8/05 3:30pm