

Walton County Department Agenda Request

Department Name: Information Technology (IT)

Department Head or Representative: Shannon Parr

Meeting Date Request: December 7, 2021

Has this topic been discussed at past meetings? No

If so, when? N/A

Topic: Temporary Systems Administrator

Wording for Agenda: Request for an addition to current staff

This Request: Informational Purposes Only

Needs Action by Commissioners

What action are you seeking from the Commissioners?

Approval of a new Temporary Systems Administrator position to be added to current staff.

Department Comments/Recommendation:

Due to the current workload this department is in need of another employee. In an effort to reduce cost, a temporary employee is being requested.

Is additional documentation attached? Yes

Is review of this request or accompanying documentation by the County Attorney required? No

If so, has a copy of the documentation been forwarded to the County Attorney? N/A

Date forwarded to the County Attorney: N/A

Has the County Attorney review been completed? N/A

If this request involves the expenditure of County funds, please answer the following:

Approved in current budget? No

Budget information attached? Loaded Labor Rate calculation attached.

Comments:

Purchasing Department Comments:

County Attorney Comments:

Chairman's Comments:



Walton County Board of Commissioners Staffing Requisition Form

Please complete a separate requisition for each new/additional position request. Submit completed forms to the HR Director for processing.

Department: IT Department Request Date: 11/17/2021

- Request for an addition to current staff** *(if requested title is not within the current classification plan, a job questionnaire must be completed and submitted along with this form.)*
- Request for a position reclassification** *(if requested title is not within the current classification plan, a job questionnaire must be completed and submitted along with this form.)*
- Request to fill existing position**
- Request to fill newly approved and classified position**

Position Title Requested Systems Administrator Job Class Code: 1203
(for additions or reclassifications only):

of Positions Requested: 1 Pay Grade: 19 Hourly Rate/ Annual Salary: \$25.36 Hourly

If this request is to replace or reclassify a position, what is the current job title?

Formerly/Currently Occupied By? _____ Date vacated *(if applicable)*: _____

This position will be: Full-time Part-time Temporary

If part-time, how many hours per week? _____

If temporary, how many annual hours *(1500 annual max)*? 1500

Date position needed: ASAP

Please advertise: Internal Only Internal & External

Comments:

Department Head Signature *[Signature]* Date 11/17/2021

HR USE ONLY:

Date processed in HR: _____ Position Control Reviewed: _____
initials

Human Resources Approval: _____ Date _____
Signature of HR Director or Assistant HR Director

Loaded Labor Rate - 1500 Annual Working Hours (Temporary Employee)

Information Technology
Temporary Systems Administrator

Description	Cost	Pay Rate
Salary	\$38,040.00	\$25.36
FICA (6.2% of Salary)	\$2,358.48	\$1.57
Work Comp (.56% of Salary)	\$213.02	\$0.14
Medicare (1.45% of Salary)	\$551.58	\$0.37
Insurance (Employee Only)	\$0.00	\$0.00
2004 DBP Retirement (5% of Salary)	\$0.00	\$0.00
401-A Retirement (2% of Salary)	\$0.00	\$0.00
401-A Retirement (2-3% Additional Match)	\$0.00	\$0.00
Total	\$41,163.08	\$27.44

Approximate cost for temporary employee \$41,163.08