

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
( X ) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Authorization for reclassification of position

<p><u>Background:</u></p> <p>Authorization is sought to reclassify the Accounting Assistant position in Finance from half-time to full time. There are adequate funds in the budget to cover the additional cost.</p>	<p><u>ACTION REQUESTED:</u></p> <p>Authorize reclassification of Finance Accounting Assistant position to full time</p>
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ATTACHMENTS:

Date: (Januray 2, 2018)

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Head (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List: )

To be notified of Meeting:

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Scheduled for meeting on: January 3, 2018

Action taken:

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Follow-up: