

JUN 24 2013

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: J. R. Kirkpatrick

TODAY'S DATE: 12/19/12

DEPARTMENT:

X Auditor

SIGNATURE OF DEPARTMENT HEAD:

X _____

REQUESTED AGENDA DATE:

X 06/14/2013

SPECIFIC AGENDA WORDING:

Acknowledgement of re-establishment of full time position for County Auditor, Accounts Payable Auditor, Grade 10, salary maximum of \$33,075.

PERSON(S) TO PRESENT ITEM:

Kirk Kirkpatrick

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME:

2 min.

(Anticipated number of minutes needed to discuss item)

ACTION ITEM: _____

WORKSHOP: _____

CONSENT: _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: X

ISS DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: _____

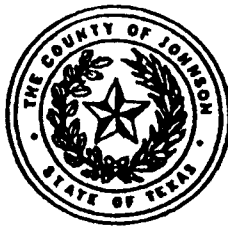
*******This Section to be Completed by County Judge's Office*******

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____

Date _____



JOHNSON COUNTY AUDITOR'S OFFICE

J.R. Kirkpatrick, County Auditor

(817) 556-6305

#2 N. Main ~ Cleburne, Texas 76033

Fax (817) 556-6075

June 14, 2013

Judge Bill Bosworth
District Judge, 413th District Court
Johnson County, Texas

Dear Judge:

This year, I had an employee that needed to go from full time to part time to meet some family needs. She is quite experienced and capable so I decided that this could be done without jeopardizing office functions. To this point it has worked out fairly well. However, she now has more family needs such that she will be leaving us as of June 25. To fill the position, and knowing that I will have to train new personnel, the replacement will have to be a full time employee. In order to accomplish this, I am requesting the change to be approved. With the approval we will need a letter from you to our Personnel Department with the following language included.

Effective July 26, the position of the part time Accounts Payable Auditor will be re-classified as a full time position. The position will be a grade 10 with a salary of \$33,075, as is established for this position in the Auditor's Office. The part time position will remain but will be unfilled after training is complete.

It is unlikely we will fill the position with an individual with the experience that would demand this salary but this action will re-establish the position as previously set and will give us the leeway if we have such good fortune to find such an experienced individual.

Please let me know if you have any questions.

Thank you.

Sincerely,


J.R. Kirkpatrick

Approved