

**Date:** July 26, 2022

**Resolution No. 22-632**

**Title:** Appointment of Dana Pierce to Fill the Position of Administrative Assistant 1 in the Department of Planning & Development

**Department/Agency:** Human Resources

**Contact:** Trent Burner

**Summary/Background:** Upon completion of interviews and background/reference checks, the Director of Planning & Development requests that Dana Pierce be appointed to fill the vacant full-time, regular/permanent, non-bargaining unit, classified Administrative Assistant 1 position. Their starting compensation would be set at \$19.90 per hour (\$41,392.00), Pay Grade 21, Step 1 and there will be a 180-calendar day probationary period.

**Budget Impact:** Position is budgeted

**Statutory Authority/ORC:**

**Commissioner Gerken offered the following resolution:**

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. Dana Pierce is hereby appointed to fill the vacant full-time, regular/permanent, non-bargaining unit, classified position of Administrative Assistant 1, subject to her acceptance of the position as offered within one (1) week of this resolution and assuming the responsibilities on a mutually agreed upon date. Her initial compensation would be set at \$19.90 per hour, non-bargaining unit pay grade 21, step 1. She would be subject to a 180-calendar day probationary period.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

**Action Taken:**

Commissioner Gerken voted yes  
Commissioner Skeldon Wozniak voted yes  
Commissioner Byers voted yes

  
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Jody L. Balogh, Clerk