

Date: August 2, 2022

Resolution No. 22-679

Title: Appointment of Jennifer Smith to Fill the Position of Executive Assistant in the Administration Department

Department/Agency: Human Resources

Contact: Trent Burner

Summary/Background: Upon completion of interviews and background/reference checks, the County Administrator requests that Jennifer Smith be appointed to fill the vacant full-time, regular/permanent, non-bargaining unit, unclassified Executive Assistant position. Their starting compensation would be set at \$26.57 per hour (\$55,265.60), Pay Grade 25, Step 1.

Budget Impact: Position is budgeted

Statutory Authority/ORC:

Commissioner Skeldon Wozniak 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. Jennifer Smith is hereby appointed to fill the vacant full-time, regular/permanent, non-bargaining unit, unclassified position of Executive Assistant, 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 \$26.57 per hour, non-bargaining unit pay grade 25, step 1.

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 Skeldon Wozniak voted yes

Commissioner Gerken voted yes

Commissioner Byers voted yes



Jody L. Balogh, Clerk