

CITY COUNTY HUMAN RESOURCES DEPARTMENT

INTER-DEPARTMENT COMMUNICATION

TO	Todd Wiltgen, Chair	DATE	December 10, 2018
DEPARTMENT	County Commissioners	FROM	Karen Eurich <i>KE</i>
COPIES TO	Kerry Eagan Kim Etherton Melodie Montiel	DEPARTMENT	Human Resources
		SUBJECT	Exceptional Circumstances Award – Mandy Meyer – Step Increase

Under provisions of Personnel Rule 17.9 (b), Kim Etherton is requesting a one step pay increase to pay grade C06, Step 6, at a rate of \$22.780 per hour for Mandy Meyer. The enclosed memo from Kim Etherton explains her reasons for the request. We have investigated the merits of the matter and feel there are exceptional circumstances to support the award. Therefore, we recommend the Commissioners approve the request.

Enclosure

RECEIVED

DEC 11 2018

**LANCASTER COUNTY
CLERK**

MEMORANDUM

DATE: 12-10-18
TO: Doug McDaniel, Director
Human Resources Department
FROM: Kim Etherton, Director
Community Corrections *KE*
SUBJECT: Mandy Meyer
Exceptional Circumstance Award

Current Class Code: 2833
Current Class Title: Account Clerk III (19.087-24.448)
Current Pay Range: C6 (21.986, Step 5/ Merit effective 12/20/18)
Requested Rate: C6 (\$22.780 - Step 6)
Amount of Increase: One Step
Reference: County Rule 17:19(b) 17.9(b)

Reason: Over the past year, Mandy has taken on multiple tasks related to grant fund tracking, P-Card monitoring and budget development. Some of these tasks were self-initiated, based on her observation about ways to improve work flow in the department, which demonstrated a commitment to the effective functioning of this agency. Others were tasks assigned by the agency director, which adds to her daily work load. Most recently, with the announced retirement of the Grants Manager, Mandy will be taking over the federal financial reporting, drawing down and closing outs of grant award funds. This will require she learn additional and sometimes complicated reporting systems for SAMHSA and the Bureau of Justice Assistance.

Mandy has a positive attitude and accepts new responsibilities without question. I would like to recognize her commitment and efforts with a one-step increase in salary for exceptional circumstances.

Approved: 
Doug McDaniel, Human Resources Director

Date: 12-10-18

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