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3 **2023 RES-236**

4 **RECLASSIFYING A FOOD SERVICE HELPER / DRIVER TO AN ACCOUNT CLERK II**
5 **IN CONSOLIDATED FOOD SERVICE**

6 The Consolidated Food Service Division has a vacant Food Service Helper/Driver position. The
7 Division would be best served by an additional Account Clerk II.

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9 The responsibility for payroll and accounts payable has been provided by the Division Director. The
10 current director has been on a leave of absence and the Division needs support for handling
11 accounts payable and payroll. According, the Division is requesting to reclassify this position to an
12 Account Clerk II to handle its account payable and payroll duties.

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14 Reclassification of a vacant position require County Board approval. Further, this position has
15 been vacant for more than six months and approval is required prior to it being filled. Employee
16 Relations has reviewed the request and is recommending that the position be reclassified.

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18 **THEREFORE, BE IT RESOLVED**, that position #1361 is reclassified as an Account Clerk II as
19 described above and the Department is approved to fill the position.