

JULY 18, 2019

TO THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY MICHIGAN, Your County Personnel and Human Services Committee respectfully recommend the adoption of the following:

RESOLUTION

WHEREAS, the Berrien County Sheriff's Office would like to add a Records Clerk position to be assigned to Master Control in the Berrien County Jail; and

WHEREAS, this position is needed to assist with the completion and accuracy of the paperwork, data entry and bonding process that occurs in Master Control; and

WHEREAS, the current Offender Management Software (OMS) creates a significant amount of additional data entry from when we were on the mainframe with the Trial Court and Prosecutors Office; and

WHEREAS, adding this Clerk Position would allow the deputy's more time for daily duties other than data entry; and

WHEREAS, this position would be funded out of Sheriff's Office, Org #10103510.

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective with the date of this resolution the following additional complement change is approved for the Berrien County Sheriff's Office:

Create

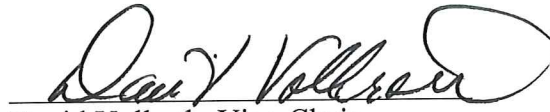
1 FTE Records Clerk
FOPLC Union
Grade 3

Respectfully submitted,

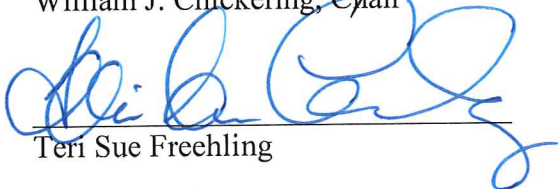
BERRIEN COUNTY PERSONNEL AND HUMAN SERVICES COMMITTEE



William J. Chickering, Chair



David Vollrath, Vice-Chair



Teri Sue Freehling

RESOLUTION APPROVED AS TO FORM	
Administrator: <u>lm</u>	Date: <u>6/26/19</u>
Comments Attached _____	
Corporate Counsel: <u>zm</u>	Date: <u>6-26-19</u>
Comments Attached _____	