

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

RESOLUTION

WHEREAS, the Berrien County Health Department (BCHD) operates a main office location in Benton Harbor that houses dozens of staff members, programs, clinical services, and receives a large volume of visitors and phone calls daily; and

WHEREAS, the main duties of the Receptionist position are to serve as the main point of contact for clients and customers entering the building and calling the main Health Department phone line as well as other clerical tasks such as scheduling staff use of Health Department resources, coordinating mail, and data entry functions; and

WHEREAS, upon review and revision of this position description to fully reflect the true breadth of the duties and additional responsibilities added to the position within the recent past, it was determined that this position merited a grade increase so to offer appropriate compensation and to bring the position into better alignment with other clerical positions within the Department; and

WHEREAS, funding is available to increase the grade of this position; and

WHEREAS, the Board of Health endorses the following change to the position:

CURRENT:


1 – Receptionist (1.0 FTE)
Grade: Union, 2

NEW:

1- Receptionist (1.0 FTE)
Grade: Union, 3


NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Berrien County Board of Commissioners accepts the changes to the position described above effective the date of this resolution.

Resolution endorsed by the
BERRIEN COUNTY BOARD OF HEALTH

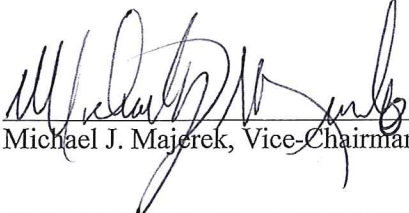


Margaret A. Kohring, Chair

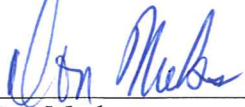
**RESPECTFULLY SUBMITTED,
BERRIEN COUNTY PERSONNEL AND HUMAN SERVICES COMMITTEE**



Debra Panozzo, Chairperson



Michael J. Majerek, Vice-Chairman



Don Meeks

RESOLUTION APPROVED AS TO FORM	
Administrator <u> m </u>	Date <u> 4/12/17 </u>
Comments Attached _____	
Corporate Counsel <u> J </u>	Date <u> 4.12.17 </u>
Comments Attached _____	