

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** 2011/2012 Classification and Compensation Schedule

**REQUESTED ACTION:** **Amend the 2011/2012 Classification and Compensation Schedule to reflect the reclassification in the Emergency Management Division. (Staff recommends approval)**

Work Session (Report Only)    **DATE OF MEETING:** 10/25/2011  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_    Termination Date: \_\_\_\_\_  
Managing Division / Dept: \_\_\_\_\_

**BUDGET IMPACT:** \_\_\_\_\_  
 Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

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**HISTORY/FACTS/ISSUES:**  
Upon review of the responsibilities in the Emergency Management department it has been identified that the position of Emergency Management Specialist will function more in line with a Staff Assitant III job description. Employee Services reviewed the job description (see attachment A)and the reorganization of responsibilities and identified that the reclassification would more accurately reflect the current essential function of this position. Approving this reclassification will not negatively impact the budget, and will allow the Emergency Management Department to more adequately meet the needs of the County.

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