



Legislation Details (With Text)

File #: 24-020 **Version:** 1 **Name:**
Type: Other Matters **Status:** Agenda Ready
File created: 1/23/2024 **In control:** Town Council
On agenda: 1/30/2024 **Final action:**
Title: Upgrade Deputy Town Clerk Position to Full Time

PURPOSE: To establish the Deputy Town Clerk position as a full-time role, effective immediately.

Indexes:

Code sections:

Attachments: 1. A - Deputy Town Clerk Pay Plan Changes Resolution, 2. B - Deputy Town Clerk Budget Amendment FY24-1, 3. C - Pocket Questions for Deputy Clerk PT to FT

Date	Ver.	Action By	Action	Result
1/30/2024	1	Town Council		

Upgrade Deputy Town Clerk Position to Full Time

PURPOSE: To establish the Deputy Town Clerk position as a full-time role, effective immediately.

DEPARTMENT: Human Resources and Finance

CONTACT INFORMATION: Julie Eckenrode, Human Resources Director, 919-918-7308, jeckenrode@carrboronc.gov, Bret Green, Finance Director, 919-918-7300, bgreene@carrboronc.gov

COUNCIL DIRECTION:

☐ Race/Equity ☐ Climate ☐ Comprehensive Plan ☒ Other

To upgrade the status of the Deputy Clerk position from its current Part-Time status to Full-Time.

INFORMATION: To modify the Position Classification and Pay Plan to officially change the Assistant to the Mayor/Deputy Clerk position from a .5FTE to 1FTE. This change will enhance the efficiency and effectiveness of the Town Clerk's office.

FISCAL IMPACT: No additional funding is required, as the existing budget allocation for the part-time Deputy Town Clerk position will be adjusted to cover the costs of a full-time role. (Budget amendment details available in Attachment B)

RECOMMENDATION: Staff recommend Council approve the position and pay of the Deputy Town Clerk from a Part-Time to Full-Time status.