




Interoffice Memorandum

January 9, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Lisa Snead 
Assistant County Administrator
County Administrator's Office

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SUBJECT: Discussion Item – January 24, 2023
Commissioner Office Staffing Levels

The current policy regarding commissioner office staffing was adopted in August 2004. It provides for two full-time staff for each commissioner, with the combined salaries not exceeding the combined salaries of either two administrative assistants or a combination of one executive secretary and one administrative aide. During the budget work sessions in July 2022, there was discussion regarding a request to add another full-time aide to each commissioner's budget, as well as remove policy restrictions to allow for more flexibility in meeting staffing needs.

Staff will provide a presentation with background information regarding the current staffing policy, current staffing budget, and comparative data on staffing levels from other governmental agencies. If the Board wishes to add another full-time position and to remove restrictions regarding the type of positions, an amendment to the current BCC staffing policy and to the FY 22-23 budget would be necessary.

LLS/es

c: Byron W. Brooks, AICP, County Administrator
Carla Bell Johnson, AICP, Deputy County Administrator