

AGENDA ITEM SUBMITTAL

Otero County Commission

Submitted by: Eric Arellano, Buildings & Grounds Superintendent

Meeting date: Thursday, November 9, 2023

Subject:	Request approval to reclassify two part time Maintenance Custodian to one full time Maintenance Custodian.
-----------------	--

Research/Background:

I am submitting this memorandum to explain and request reclassification of the Facilities Department two part-time custodial positions. A couple of years ago, we lost one of our full-time custodians. We advertised for several months to fill that position with no success. I asked to have that position split into two part-time positions with hopes we would have more interest and applicants. We did have success hiring one position; however, the other position has been vacant for over a year. My part-time employee recently reached out to me asking about the possibility of being made full-time. He has been outstanding in his current position and would be a great asset to department if made full-time. Therefore, I am requesting to have the two positions changed back to a full-time position for this to happen. We will no longer need part-time positions and be fully staffed in this area. Thank you for your consideration with this matter.

Fiscal Impact/Funding Sources:

Staff/Department Recommended Actions:

County Attorney Review (*if needed*):

Supporting Documents/Attachments/Links