

## Ann Clark

---

**From:** Tracie McMillan  
**Sent:** Monday, March 27, 2017 3:13 PM  
**To:** Sam Yearick; Ann Clark  
**Subject:** Commissioner's Agenda

May I please have a place on the next Board of Commissioner's Agenda to ask the commissioners to reduce the grade of the Admin Officer (county position number 5310-102-16) from its current grade of 73 back to grade 69. Administrative Officer I is listed as a 67 on the state specs at <https://oshr.nc.gov/state-employee-resources/local-government-support/LG-class-specs-a-k> which makes it a 69 for the Ashe County grade system.

It was apparently increased to grade 73 on July 1, 2008, because it was "upgraded due to restructuring in the Administrative Unit and one position being abolished by Director Weaver" according to the PD100 in the file. I would like to return the position to the grading system as indicated by the state and county policies.

The position is currently vacant. If the Commissioner's grant this request, then I will post the open position and seek to fill it. I really do need some help with this workload.

Tracie McMillan  
Director, Ashe Department of Social Services

T: (336) 846-5719  
F: (336) 846-5779

150 Government Circle, Suite 1400  
Jefferson, NC 28640

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that might be sent in response to it may be considered public record and as such are subject to request and review by, and disclosure to, third parties.