

NEW PERSONNEL JUSTIFICATION / SUPPORT DOCUMENTATION

Hiring Department: Facilities Department

Position Title: Building Attendant

G/S _____ **Salary** _____

Please attach a current job description as well as an organizational chart with this form

1. Please describe the specific need for this position.
This position is needed in order to have a county employee on site during function that are scheduled for the community rooms at the Round Rock Annex

2. Explain how adding this position will strengthen/benefit the department and/or Williamson County.

Will allow for a county employee to be on site to resolve problems that may occur such as plumbing, electrical, janitorial (limited) and air conditioning issues. They will also provide building security during functions.

3. If this position already exists in your department, when was the last time this particular position was added and how many of these positions do you currently have?

NO

4. Will the addition of this position, if recommended, impact the budgets of any other departments directly or indirectly?

NO

5. What, if any, alternatives to adding this position were considered? Is software/technology available to achieve these same goals?

NO

6. Can this workload be performed at less than a full-time slot?
May be able to use two or three part time positions

7. Should this position be recommended, can any previously allocated part-time funding be cut?

N/A

8. Explain how work will be accomplished if the position is not recommended i.e. service levels.

9. How would this workload be reallocated should the position not be recommended?

10. Identify the physical location/office space for this position.

Primary location will be Round Rock Annex

11. Please include metrics/stats to support this request i.e. workload information, caseload, etc.

12. Describe the financial impact of this position, i.e. revenue generation and/or expense reduction if applicable.

13. How will the addition of this position reduce the workload for other department staff?

Yes

14. Please list any other pertinent information to support this request.