

Board of County Commissioners Agenda Request

Date of Meeting: January 7, 2008

Date Submitted: January 2, 2007

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Andrea B. Simpson, Deputy County Administrator

Subject: Board Confirmation of the Appointment of Ms. Jennifer Langston to the
Special Projects Coordinator Position

Statement of Issue:

This agenda item requests Board confirmation of the County Administrator's appointment of Ms. Jennifer Langston for the Special Projects Coordinator position.

Background:

In accordance with Section 125.74(k), Florida Statutes, and all applicable county policies, the County Administrator has the responsibility to select, employ, and supervise all personnel and to fill all vacancies, positions, or employment under the jurisdiction of the Board. However, the employment of all "department heads" shall require confirmation by the Board of County Commissioners at the time of their selection. During the tenure of the current administrator, this requirement has been interpreted to include all of those professional "direct report" positions to the County Administrator. The Special Projects Coordinator position, while not currently a supervisor of any staff (as in the traditional sense of a "department"), is a direct report to the administrator and a critical member of his executive team. For this reason, and based upon a wide and liberal interpretation of applicable state law by county administration, this employment selection is being presented to the Board for their confirmation at this time.

Analysis:

During the past two months, and since the notice of Ms. Portwood's departure from county employment was given, staff has undergone an open, competitive search to identify a new Special Projects Coordinator. As outlined in the attached organizational chart (ratified at the February 20, 2007 Board meeting), the Special Projects Coordinator is a direct report to the County Administrator and has therefore been determined, a "department head" for this purpose (Attachment #1).

The top ranked applicant to emerge from the competitive recruitment process is Ms. Jennifer Langston (Attachment #2).

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This unanimous selection was made by a committee that included the County Administrator, the OMB Director, and the outgoing Special Projects Coordinator. Based upon the committee's recommendation and the extraordinary positive reference checks performed by Human Resources staff, the County Administrator extended an employment offer to Ms. Langston on December 21, 2007 (Attachment #3). On that date, Ms. Langston accepted the offer, based upon necessary Board confirmation at the next available meeting. With the Board's confirmation, Ms. Langston has committed to giving immediate notice to her current employer and to commencing work with Wakulla County on January 21, 2007.

In accordance with Section 125.74 (k), Florida Statutes the County Administrator hereby submits Ms. Langston's employment as a Department Head for confirmation by the Board. It is the County Administrator's opinion that Ms. Langston has the experience and qualifications to meet and exceed the challenging and significant projects that exist in Wakulla at this time.

Options:

1. Confirm Ms. Jennifer Langston as the Special Projects Coordinator.
2. Do not confirm Ms. Langston.
3. Board direction.

Recommendation:

Option #1.

Attachment(s):

1. Organizational Chart
2. Completed Employment Application of Ms. Jennifer Langston.
3. Employment Offer to Ms. Jennifer Langston