

REQUEST TO FILL VACANCY

Position Vacancy: Deputy Director of Equalization

Department: Equalization

Vacancy Result of: Chris Lilla being promoted to Director.

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description / attached
- 2. Departmental Organizational Chart / attached
- 3. Severance Payout Calculations for Terminating Employee

Vacation	\$	<u>N/A</u>
Sick Leave	\$	<u>N/A</u>
Employee Retirement Recognition	\$	<u>N/A</u>
Other	\$	<u>N/A</u>
Total	\$	<u>N/A</u>

4. Explain the effects of leaving the vacancy until severance is accumulated.  
N/A

5. Explain the effects of leaving the vacancy permanent or discussion of alternatives.  
The DOE office would need this position filled as soon as possible to maintain our current work flow and also to maintain the amount of work product that is required of our office.

6. Provide description of departmental discussions about the vacancy.

7. Estimated length of time to fill the position after approval.  
3-4 weeks following commission approval.

8. Any additional comments?

  
\_\_\_\_\_  
Department Manager

1-26-15  
\_\_\_\_\_  
Date

Request for filling of vacancy:  Approved  Denied

  
\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date