



Alachua County Budget & Fiscal Services

Tommy Crosby, Assistant County Manager

July 8, 2024

MEMORANDUM

TO: Michele Lieberman, County Manager *Heather D. Akpan*
VIA: Jackie Chung, EO Manager *JAC* For the County Manager
FROM: Tommy Crosby, Assistant County Manager
RE: Waive Recruitment for Risk Manager Position

Pursuant to Alachua County Procedure 3-2:

2. Exceptions to the General Rule.

a. Under special circumstances, the Administrating Official may waive the general rule of competitive selection. Special circumstances include:

i. When the applicant has recently participated in the competitive selection process for a position in the same classification.

ii. When an employee is successfully acting in a position, as long as the employee meets the minimum qualifications.

iii. Other circumstances where applying the general rule will significantly hamper County operations.

The Risk Management Division has been preparing for the current Risk Manager's retirement for several years. In preparing for the transition, Ms. Childs has been actively involved in decision making within all aspects of the Risk Management Division. She has been relied upon to manage the budget and staff. As Executive Leadership, we have been asked to plan for succession better than we have in the past to allow for limited disruption when leaders separate and advancement opportunities for existing high-performing staff. As a result of our succession planning, Ms. Childs is prepared to take the lead role in Risk Management and is the current Risk Manager's recommendation as a replacement.

This is a request to waive recruitment of the Risk Manager position, and appoint Amy Childs as the Risk Manager, effective the first full pay period in August, to include a 10% salary increase from \$97,502 to \$107,253.

Thank you for your consideration.