



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1/12/2023 Meeting Date: 1/19/2023

Name: John Crews Department: BCC Administration

Approved By: 

**1. Nature and purpose of agenda item:**

County Policy caps annual leave accumulation at 352 hours as of December 31 each year. Lawrence Wilson position requires him to be on call 24/7 which has prohibited him from using his annual leave. In December, he forfeited 101.52 hours of annual leave. In 2012, the County paid Pam Davis for her forfeited leave due to her job not allowing her to take the leave. The 101.52 hours of annual leave with benefits would equal approximately \$4,909.51

**2. Recommended Motion/Action:**

Approve one time payment of forfeited leave for Lawrence Wilson.

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Robby Hollingsworth  
District No. 4 - Everett Phillips  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

**TO:** Board of County Commissioners  
**FROM:** David Kraus, County Manager  
**DATE:** January 9, 2023  
**SUBJECT:** Lawrence Wilson Annual Leave Accrual

It has been brought to my attention that Lawrence Wilson, Radio Communications Specialist will forfeit 101.52 annual leave hours on the final payroll of the calendar year, as policy only allows carry over of up to three hundred fifty-two (352) hours. See below excerpt of County policy:

In accordance with Columbia County Personnel Policies and Procedures manual, Chapter 19- Annual Leave, Section B. 6 – Employees are encouraged to take annual leave within the calendar year. However, employees are allowed to carry over up to three hundred fifty-two (352) hours of annual leave accrued as of December 31<sup>st</sup> into the next calendar year. Annual leave in excess of 352 hours on the final payroll of the calendar year will be forfeited. Excess leave cannot be donated to other employees.

Mr. Wilson’s position requires 24/7 on call as he is the only Radio Communications Specialist, employed by the Board, and is responsible for all county radio/communications systems, including but not limited to, two-way radios, dispatch console communications units, microwave radio systems, radio communications towers, etc. Therefore, it is difficult for the employee to take annual leave due to the nature of his position. It is requested the employee be paid for the 101.52 annual leave hours at the employee’s current rate of pay, due to the unique working circumstances required of the employee’s position.

Your consideration of the above is greatly appreciated.

BOARD MEETS FIRST THURSDAY AT 5:30 P.M.  
AND THIRD THURSDAY AT 5:30 P.M.


District No. 1 - Ronald Williams  
District No. 2 - Rusty DePratter  
District No. 3 - Jody DuPree  
District No. 4 - Stephen E. Bailey  
District No. 5 - Scarlet P. Frisina

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**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

**TO:** Dale Williams, County Manager  
**FROM:** Kevin Kirby, Operations Manager   
**DATE:** November 14, 2012  
**SUBJECT:** Pam Davis Annual Leave Accrual

**RECEIVED**

**NOV 15 2012**

Board of County Commissioners  
Columbia County

It has been brought to my attention that Pam Davis, Office Manager at the Landfill will have accrued approximately 98 hours of leave over and above the amount allowable to be carried forward.

In light of the many events that have happened at the Landfill this past calendar year, Bill Lycan's death, Tropical Storm Debby, Cell IV construction preparation, and the transfer of Jennifer DuBose, Pam was not able to schedule the necessary amount of time off to avoid losing the leave hours.

Because the Landfill is still in a transition phase, it is important for Pam to be on the job as much as possible. Therefore, I am requesting that she be paid for the hours that cannot be carried forward in lieu of losing them.

Your consideration is appreciated.

BOARD MEETS FIRST THURSDAY AT 7:00 P.M.  
AND THIRD THURSDAY AT 7:00 P.M.

## **RADIO/COMMUNICATIONS SPECIALIST**

### **MAJOR FUNCTION:**

An employee in this position participates in and oversees the installation, inspection, maintenance and repair of two-way radios, dispatch console communications units, microwave radio systems, radio communications towers, and all other electronic communications and related equipment. Employee provides IT support for the 911 Center in assistance with the IT Department. Employee performs a full range of radio/communications technical assignments and uses considerable independent judgment in making decisions requiring the interpretation and application of guidelines specific to work situations. Employee must be well versed in federal communications regulations and frequency management. Employee must be able to read electronics schematics as they pertain to communications equipment. Employee will be responsible for all county radio/communications systems, including those used by the Columbia County Sheriff's Office. Employee reports to the Safety Manager.

### **ESSENTIAL FUNCTIONS:**

Employee installs, tests, repairs, and maintains base units, mobile and portable radios, microwave systems and control stations as well as all related communication accessories. Employee must be capable of modifying existing communications systems and networks to mission requirements during any emergency operation while maintaining an operational communications system. Employee will verify frequencies as assigned by the Federal Communications Commission and resolve interference problems. Employee must be proficient in all service equipment used in radio communications repair to include service monitors. Must maintain an inventory of equipment and parts and provide technical expertise in the consideration of equipment and system needs and concerns. Employee will periodically check reliability of equipment, attend training sessions, and read publications to remain current in electronic technology. Employee will provide assistance and training to co-workers in specific situations, maintain logs, prepare reports and be the single point of contact in all matters related to the Federal Communications Commission. Employee is on-call 24/7 and makes diagnosis and repairs of radio and computer equipment independently. Employee installs, tests, repairs, and maintains computer hardware and software, as well as all related communication accessories and assists the IT Department..

Employee will maintain professional relationships with communications vendor who support communications systems. Regular attendance at work is required. Employee will maintain a log of work and file it weekly with the Safety Manager. Employee maintains a professional relationship with the Sheriff Office, County Departments and affiliated agencies and provides both technical support and strategic planning support to all public safety functions. Employee provides administrative support for all of the County communications.

## **RADIO/COMMUNICATIONS SPECIALIST**

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Employee is responsible for the installation, configuration, diagnosis, repair, maintenance of all desktop computers, laptops, printers and peripherals as pertains to the Combined Communications Center. The Employee is responsible for networking PC Clients which involves the setup and configurations of desktop computers, laptops, printers, peripherals, communications software, email and internet access. Employee utilizes the technical support Help Desk application to provide technical support and user assistance. Employee assists in the implementation of new network applications, systems and upgrades and assists in the implementation of servers, server applications, systems and upgrades. Provides IT Department with progress/status updates on a regular basis or upon request.

### **NON-ESSENTIAL FUNCTIONS:**

Performs related work as assigned.

### **WORK ENVIRONMENT:**

Work is performed in the field, in an office, or a shop and may require frequent travel as well as the transport of heavy equipment. Employee may be exposed to inclement weather conditions

### **WORK ENVIRONMENT CONTINUED:**

and hazardous work environments, such as high voltage power sources including high 'RF' energy. Employee is subject to "on-call" status at any time.

### **TRAINING AND EXPERIENCE:**

Possession of an Associate's Degree in Electronic Technology and four (4) years of experience in radio/communications; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles of two-way radio communication. Knowledge of the design principles of radio equipment, components, and systems. Knowledge of solid state electronics, the operational design of circuits, and electronic testing equipment. Knowledge of state and federal two-way radio regulations. Knowledge of safety procedures, techniques, and equipment. Knowledge of the common causes of failure that occur in radio transmitting and receiving equipment. Ability to read and use schematic diagrams. Ability to apply rules and guidelines to specific situations. Ability to use electronic testing equipment and hand tools. Ability to complete and maintain records and forms. Ability to communicate both orally and in writing. Ability to maintain favorable public relations.

## **RADIO/COMMUNICATIONS SPECIALIST**

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Knowledge of computer hardware systems, LAN's, WAN's, telecommunications and Radio communications. Server implementation, configuration, and management  
Advanced Routing and Switching implementation, configuration, and management CAT5 termination and management. In-depth knowledge of applicable laws and regulations as they relate to IT. Superior analytical, evaluative, and problem-solving abilities. Ability to work without close supervision. Ability to deal with complex tasks.

### **ESSENTIAL PHYSICAL SKILLS/DEMANDS:**

Acceptable eyesight (with or without correction)

Acceptable color perception (must not exhibit color vision deficiency, commonly know as color blindness, of any type or degree)

Acceptable hearing (with or without correction)

Ability to communicate effectively both orally and in writing

Extended sitting and standing and intermittent walking, bending, crawling, stooping and kneeling

Ability to lift and carry up to fifty (50) pounds

Manual dexterity while standing, sitting, bending or twisting

### **PROFESSIONAL LICENSE:**

Possession of a valid Florida Driver's license required

Must obtain CPR certification by date of hire and maintain certification during the course of employment

Pay Grade: ~~427~~-142

Non-Exempt

BCC Approved: 9/16/2010; Revised 06/07/2012, BCC Approved 3/21/2013, 09/15/2016