



KENAI PENINSULA BOROUGH

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**DAVID R. CAREY
BOROUGH MAYOR**

MEMORANDUM

TO: Gary Knopp, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: David R. Carey, Borough Mayor *DR Carey*

FROM: Susan L. Wilcox, Chief of Staff *SWilcox*

DATE: March 24, 2011

SUBJECT: Resolution 2011-025 Reclassification request for Human Resource Technician to Human Resource Assistant

In December 2010, I was made aware of a discrepancy in the job duties for the Human Resource (HR) Technician, which was at a Level J/K pay range. A reclassification was performed and ranked by the Union President and the Human Resources Specialist. The duties of the HR Technician have increased due to the workload of meeting mandated reporting requirements and the requirement to provide coverage for the Human Resource Specialist in her absence.

The duties recognized as being performed by this position were adequately captured and ultimately necessitated a name change to the position, as well as a level of pay that is commensurate with the duties being performed. This is not a new position, but will rename the Human Resource Technician to the Human Resource Assistant.

I respectfully request that the Assembly approve the reclassification of the Human Resource Technician to the Human Resource Assistant, and that the level of pay be set at the "M" Range.