

Introduced by: Mayor
Date: 04/05/11
Action: Adopted
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2011-025**

**A RESOLUTION AUTHORIZING A RENAMING AND RECLASSIFICATION TO AN
APPENDIX A JOB DESCRIPTION FOR THE HUMAN RESOURCES TECHNICIAN**

WHEREAS, the duties and responsibilities of the Human Resource Technician have evolved and requirements of this position exceed the current job description; and

WHEREAS, the evolved duties within this job description have necessitated a reclassification and rewrite of the old job description of the General Services Human Resource Technician, which requires Assembly approval as it is an Administrative - Appendix A position; and

WHEREAS, this job description will not create a new position but will rename the existing Human Resources Technician, pay level J position, to the Human Resource Assistant, pay level M, for the General Services Department; and

WHEREAS, the administration supports the reclassification and update of the job description to adequately reflect the current duties of this position;


NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the Kenai Peninsula Borough Assembly authorizes and approves the updated job description of the General Services Human Resource Assistant as an Appendix A Administrative position.

SECTION 2. That the Kenai Peninsula Borough Assembly authorizes the General Services Human Resource Assistant to be set at a Level M pay range.

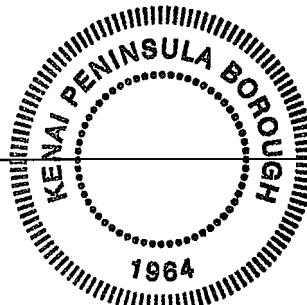
SECTION 3. That this resolution shall take effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 5TH DAY OF APRIL, 2011.


Gary Knopp, Assembly President

ATTEST:


Johni Blankenship, Borough Clerk



Completed

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp
No: None
Absent: None