



KENAI PENINSULA BOROUGH

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

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

THRU: Mike Navarre, Borough Mayor *MN*

FROM: Mark Dixson, Director of General Services *MD*

DATE: February 16, 2012

SUBJECT: Resolution 2012-014, Modifying Certain Management Job
Descriptions for Administrative Service Employees

Resolution 2009-072 last approved position descriptions for the affected administrative service employees. This resolution amends the job descriptions for certain management positions within the borough. There are 15 management position descriptions which although similar in function, create the impression of being 15 unique classifications of positions, when in fact they are but one position serving different departments.

During our PERS Audit, the auditor requested that the borough commence a consolidation of position descriptions. This is the first of several consolidations of position descriptions.