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

THRU: David R. Carey, Borough Mayor

FROM: Susan L. Wilcox, Chief of Staff

DATE: March 24, 2011


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 recategorization 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 recategorization of the Human Resource Technician to the Human Resource Assistant, and that the level of pay be set at the "M" Range.