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.

ATTEST:

Gary Knopp, Assembly President

Johni Blankenship, Borough Clerk
Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None