

**Minutes of Meeting
Parks and Waterways
Position Request Discussion
March 13, 2013
1:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Parks and Waterways Director Nick Snyder, Human Resources Specialist Christina Anderson, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:03 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Parks and Waterways Director Nick Snyder came before the Board to request the elimination of two (2) Parks and Waterways positions: FTE Parks Maintenance Worker II (Grade D) and FTE Parks Maintenance Worker III (Grade F). Mr. Snyder explained that the job descriptions associated with these titles do not reflect the abilities and responsibilities required in his department, but that the job description for the Mechanic Operator position (Grade G) does accurately reflect the essential staff duties and respective skill level required for employment. Parks and Waterways presently operates with three (3) full-time Parks Maintenance Positions (one of which is currently vacant), and one nine (9) month, seasonal employee. Mr. Snyder stated that his two current maintenance employees have been with his department for thirteen (13) years. These two men hold the same position, with identical responsibilities and skills, and were hired within the same week. However, one employee holds the title of Maintenance Worker III, while the other holds the Mechanic Operator position, and they, therefore, receive different rates of pay for doing the same job. Mr. Snyder explained that if the Grade D and Grade F position were eliminated, the employee in the Maintenance Worker III position would be moved to the Mechanic Operator position, which correlates to the job he is currently performing. In addition, Mr. Snyder requested that the employee currently in the Maintenance Worker III position receive a pay increase of \$1.23 per hour, to correct the compensation inequity between these staff members. Finally, Mr. Snyder requested an amendment to the job title for the Mechanic Operator position, in order to reduce confusion and allow Parks and Waterways to recruit more appropriately qualified candidates for open positions.

The Board considered these requests, comparing the current staff compensation against the pay matrix for the Mechanic Operator position. The Board also asked for specific details regarding the work performed by the two employees under discussion. Human Resources Specialist Christina Anderson answered questions regarding the job descriptions, and verified information about the employment history and pay rate for both staff members. The Board expressed concern regarding the vacant position, inquiring as to how new hire compensation will correspond to that of the existing, more experienced staff, who will hold the same position.

The Board determined that elimination of the FTE Parks Maintenance Worker II (Grade D) and FTE Parks Maintenance Worker III (Grade F) positions would be appropriate, and that both current employees may be moved to the Mechanic Operator (Grade G) position. The Board was also agreeable to changing the title of the Mechanic Operator position, and directed Mr. Snyder and Ms. Anderson to collaborate on a more appropriate title for final Board approval. In regard to a pay adjustment, the Board felt the inequity was a management issue that could be addressed through the annual review and merit pay policy, and that no immediate pay modification was necessary at this time.

- F. Staff Reports:** There were no staff reports.
- G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 1:56 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk