

Minutes of Meeting
Position Review Committee Findings
January 31, 2014
11:00 a.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 9-1-1 Director Bradley Coughenour, Support Captain Lee Richardson, Chief Deputy Assessor Richard Houser, Human Resources Director Skye Reynolds, Lieutenant Stuart Miller, Major Daniel Mattos, Personnel Technician Marcia Heglie and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 11:04 a.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:

Human Resources Director Skye Reynolds presented the Board with the Position Review Committee (PRC) findings for the Transit Manager, which is a new position, and for the 9-1-1 Senior Secretary II position, which is an existing position. Ms. Reynolds explained that the PRC gave the Transit Manager position a score of 451 and made a grade recommendation of M. The 9-1-1 Senior Secretary II position, currently a grade D, was given a score of 199 and the PRC recommended that this position be changed to a grade G, and that the title of the position be changed to Administrative Assistant.

Commissioner Green moved to adopt the recommendations from the PRC findings for the Transit Manager and 9-1-1 Senior Secretary II positions. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Major Daniel Mattos explained to the Board that currently the 9-1-1 Director and 9-1-1 Manager Positions are not included in the Sheriff's Salary Matrix. Major Mattos presented the Board with a proposed Salary Matrix that would include both of these positions and make them consistent with all of the other salaried positions at the Sheriff's Office. Major Mattos explained that the 9-1-1 Manager position became vacant in December 2013 and they would like to have this new matrix approved prior to recruiting for this position, in the hopes that the adjusted pay structure would be an incentive for applicants. Major Mattos explained that they would like to include the 9-1-1 Director position on the matrix as well and planned to bring the information before the Board at a later date. The attendees discussed the matrix and the Board made recommendations about Certifications Levels and the Years of Service base pay increments.

The Board agreed that it was appropriate to add both positions to the matrix at this time and asked the attendees to make the recommended changes and bring the corrected matrix before the Board at the Business Meeting to be held on February 3, 2014, for consideration.

- 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 11:57 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
