

Minutes of Meeting
Position Review Committee
March 3, 2014
10:30 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Lieutenant Stuart Miller, Community Development Director David Callahan, Human Resources Director Skye Reynolds, Mapping Manager Joseph Johns and Deputy Clerk Brandie Bradley. Commissioner Dan Green was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 10:32 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 to the Board the Position Review Committee's (PRC) findings for the Senior Secretary/Information Assistant position in the Board of County Commissioners' Office (BOCC). Ms. Reynolds explained that currently one (1) person is assigned to perform the duties for both of these positions, but that the Senior Secretary position is a grade D, while the Information Assistant position is a grade C. The PRC recommended that the new title for this position be Senior Secretary, with a pay grade of G, due to the position score of 125.

Ms. Reynolds also presented the Board with the PRC recommendations for the Plans Examiner/Building Inspector position in the Community Development Department. Ms. Reynolds explained to the Board that the current grade for the Plans Examiner is I and the Building Inspector is G. The PRC scored this combination at 268 and made a recommendation that the title remain Plans Examiner/Building Inspector and the position be classified as grade I. Ms. Reynolds advised the Board that there is currently one (1) vacancy for this position and that Community Development Director David Callahan has had a difficult time finding qualified applicants that are willing to accept wages within the current pay scale. The most recent listing for this position advertised that the wage will be determined by experience and Mr. Callahan has received three (3) applications from qualified individuals. Ms. Reynolds and Mr. Callahan asked for the Board's permission to negotiate wages, if a qualified candidate is found for the position. The Board was agreeable to this request and directed Mr. Callahan to hold interviews and bring recommendations before the Board to facilitate these negotiations.

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 10:46 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
