

RESOLUTION NO. 15-8092

RESOLUTION TO ADD THE CLASSIFICATIONS OF ELECTIONS SERVICES ASSISTANT I AND II TO THE PLUMAS COUNTY CLASSIFICATION PLAN

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, our County Clerk Recorder Ms. Kathy Williams brought forward to the Human Resources Director an issue regarding the job description of the Deputy Clerk Recorder I & II that has been utilized in the past for the Elections Division; and

WHEREAS, this job description does not adequately describe the functions of the position within the Elections division; and

WHEREAS, this has caused confusion to applicants for this position in the past; and

WHEREAS, the incumbent in this position has recently resigned and it was determined that the job description should be created to reflect the duties and functions of this position; and

WHEREAS, the salary levels of the new classifications of Elections Services Assistant I at 1197 and the Election Services Assistant II at 1320 is the same salary range as the Deputy Clerk Recorder I and II classifications.

WHEREAS, NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to include the Elections Services Assistant I at Range 1197; and Elections Services Assistant II at Range 1320.

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 11th day of August 2015 by the following vote:

AYES:	Supervisors	THRALL, ENGEL, SIMPSON, SWOFFORD, GOSS
NOES:	Supervisors	NONE
ABSENT:	Supervisors	NONE

ATTEST:


Executive Clerk/Board of Supervisors


Chairperson, Board of Supervisors