

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

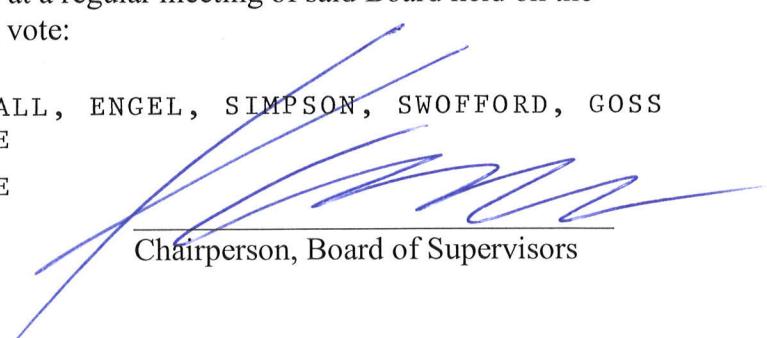
WHEREAS, the salary levels of the new classifications of Elections Services Assistant I at 1197 and the Election Services Assistant II at 1320 is the same salary range as the Deputy Clerk Recorder I and II classifications.

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



Chairperson, Board of Supervisors

ATTEST:



Nancy Williams
Executive Clerk/Board of Supervisors