

Commissioner Minutes

March 28, 2024 – 10:44 a.m. to 10:53 a.m.

**MEETING TO CONSIDER A RESOLUTION ADOPTING THE JOB TITLE, JOB DESCRIPTION AND SALARY GRADE OF ONE POSITION IN THE DEVELOPMENT SERVICES DEPARTMENT**

Commissioners Brad Holton, Leslie Van Beek and Zach Brooks

DSD Director Sabrina Minshall

Assistant DSD Director Jay Gibbons

HR Business Partner Jennifer Allen

Deputy Clerk Jenen Ross\_\_\_\_\_

MEETING TO CONSIDER A RESOLUTION ADOPTING THE JOB TITLE, JOB DESCRIPTION AND SALARY GRADE OF ONE POSITION IN THE DEVELOPMENT SERVICES DEPARTMENT

The Board met today at 10:44 a.m. to consider a resolution adopting the job title, job description and salary grade of one position in the Development Services department. Present were: Commissioners Brad Holton, Leslie Van Beek and Zach Brooks, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, HR Business Partner Jennifer Allen and Deputy Clerk Jenen Ross.

Director Minshall explained this request is to change one Associate Engineer position to an Associate Planner position as this fills the more immediate need although she feels in the future an Associate Engineer will still be necessary. This will be a cost savings as the Associate Engineer position is a grade higher than an Associate Planner position. HR has reviewed and have no issues with this change. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to adopt the changes to the job title, job description and salary grade of one position in the Development Services department from one Associate Engineer at a salary grade of 15 to one Associate Planner at a salary grade of 14 representing a positive budgetary impact of \$11,894 with this change (see resolution no. 24-040).

The meeting concluded at 10:53 a.m. and an audio recording is on file in the Commissioners' Office.