

Kenai Peninsula Borough Assembly

MEMORANDUM

TO: Members, KPB Assembly

THRU: Ryan Tunseth, Assembly President *RT*

FROM: Michele Turner, Borough Clerk *(MT)*

DATE: March 26, 2026

RE: Ordinance 2025-19- 35 : Amending the Records Micrographics Technician Job Descriptions and Appropriating Necessary Funds for the Positions (Tunseth at the Request of the Borough Clerk)

The Records Division is responsible for records management, micrographics and digital imaging, records retention scheduling, archival functions, and coordination of public records requests in compliance with state law and borough code.

This ordinance proposes reorganization of the Records Division within the Borough Clerk's Office to establish opportunities for staff advancement and ensure a more balanced and sustainable distribution of the day-to-day workload.

The Records Division has evolved over the years to meet the borough's archival and records management needs. Currently, the Records Division has two Records/Micrographics Technicians and a Records Manager.

This ordinance is requesting to reclassifying one existing Records/Micrographics Technician as a Lead Records/Micrographics Technician that will assist with the oversight of archival projects, leadership support, quality assurance and facilitate an efficient day-to-day workflow. This position is intended to function as a working lead and does not add a new supervisory layer.

This ordinance is also requesting updating the Records/Micrographics Technician to a I/II classification. By reclassifying this position, it recognizes the technical complexity of records work and provides advancement opportunities based on demonstrated proficiency. This approach also supports employee development, succession planning, and retention of staff.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
ACCOUNT: <u>100.27900</u>	AMT: <u>\$5,466</u>
BY: <u><i>MT</i></u>	DATE: <u>3/24/2026</u>