

Introduced by: Mayor
Date: 04/01/25
Hearing: 05/06/25
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-05**

**AN ORDINANCE AMENDING BOROUGH CODE SECTIONS KPB
3.04.110 AND KPB 3.04.115 REGARDING MINIMUM QUALIFICATIONS
FOR EMPLOYMENT**

WHEREAS, this ordinance provides a mechanism to promote high-performing and talented internal candidates who may not have the strict amount of years of experience for a promotion but have demonstrated the skillset and work ethic to perform the job;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. Classification. This ordinance will be codified.

SECTION 2. That KPB 3.04.110 is hereby amended to read as follows:

3.04.110. Qualifying procedures.

Applications for positions in the classified service will be accepted only after employment lists have been exhausted and position openings have been advertised and only until a filing deadline which will be set out in each position announcement. Upon the information supplied in the application and any attachments thereto, applications will be screened to determine if minimum required qualifications are evident. [ONLY THOSE]Subject to the terms of this section, applicants [WHO]must meet minimum required qualifications as advertised for the position [WILL BE ALLOWED TO PROCEED TO THE NEXT STEP] in order to be considered for employment. Notwithstanding, an internal candidate who demonstrates the necessary skillset to perform the job may qualify and be considered for the position upon: (1) a signed statement and recommendation from the head of the department that the individual has demonstrated the requisite ability and skillset to perform the job; (2) consent of the Human Resources Director; and, (3) approval of the Mayor. [AFTER THIS SCREENING, APPLICANTS MAY BE REQUIRED TO PASS A WRITTEN EXAMINATION WHICH IS DESIGNED TO TEST THE APPLICANT'S BASIC KNOWLEDGE OF SKILLS REQUIRED FOR THE POSITION. A MINIMUM PASSING SCORE SHALL BE 70%. THE WRITTEN EXAMINATION MAY BE WAIVED FOR CERTAIN POSITIONS. AN IN-PERSON INTERVIEW SHALL ALSO BECOME A PART OF THE OVERALL RATING. PERFORMANCE EVALUATIONS AND THE RESULTS OF PHYSICAL EXAMINATIONS WILL NOT BE WEIGHTED BY SCORE.]

SECTION 3. That KPB 3.04.115 is hereby amended to read as follows:

3.04.115. Administrative positions of employment—Job descriptions.

The assembly shall authorize, either through the borough's approved annual budget, or by resolution, all positions of employment in the administrative service. The mayor or any administrative officer designated by the mayor shall make each appointment in the administrative service from among the top candidates who have qualified for that appointment and who have met minimum qualifications. Notwithstanding, an internal candidate who demonstrates the necessary skillset to perform the job may qualify and be considered for the position upon: (1) a signed statement and recommendation from the head of the department that the individual has demonstrated the requisite ability and skillset to perform the job; (2) consent of the Human Resources Director; and, (3) approval of the Mayor. A list of all approved administrative positions [SHALL]will be maintained in the borough office of human resources including the job description for each such position.

SECTION 4. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

SECTION 5. That this ordinance shall be effective immediately.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2025.

Peter Ribbens, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent: