



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 262-4441 • FAX: (907) 262-1892

www.kpb.us

MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Blaine Gilman, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *mn*

FROM: Stormy Brown, Human Resources Director *SB*
Jack Maryott, Solid Waste Director *JM*

DATE: April 7, 2016

SUBJECT: Resolution 2016-*023*, A Resolution Approving The Reclassification of the Environmental Coordinator Position to an Appendix A Administrative Position Entitled Environmental Program Manager - Solid Waste, and Approving the Revised Job Description (Mayor)

In recent months, the administration has reviewed the Environmental Coordinator job description to reflect the growth in scale and complexity of its program-level responsibilities since the position's last review in 2009. After evaluation and revision of the position description was completed, the administration, the department head and the current incumbent supported this position being considered for placement as a salaried position in the Administrative class.

The proposed changes were submitted to the Kenai Borough Employees Association (KBEA) in March of 2016 for review, and the union has agreed to support the removal of this position from the union for proper placement in the Administrative class.

The placement of this position into the Administrative class will move it from a non-exempt (overtime-eligible) position to an exempt position under the Fair Labor Standards Act. The position will be assigned to a Grade 3 salary range, and will not increase the budget for this position upon hire. Proper placement of this position as an exempt, program-manager role will assist us in attracting appropriate talent in our job search. The current incumbent has submitted her intent to retire near the end of this fiscal year.

Your support of this resolution would be appreciated.