

Kenai Peninsula Borough
Human Resources

MEMORANDUM

TO: Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor *CP*

FROM: Kim Saner, Human Resources Director *KS*
Brandi Harbaugh, Finance Director *BH*
Max Best, Planning Director *MB*

DATE: August 10, 2019

SUBJECT: Ordinance 2019-19-16, Appropriating Funds for the Cost of Hiring a Part Time Administrative Assistant to Provide Administrative Functions for the Print Shop and Cross Departmental Coverage (Mayor)

Highly functioning administrative assistants have proven to be critical to the success of many borough departments. The current organizational structure of the borough leaves most of the administrative assistant positions with little or no capacity to adequately cover in the event of an absence or to capture additional workloads during peak periods. An acceptable means to augment our workforce has traditionally been through the use of temporary employees. It has become increasingly difficult to locate and retain skilled temporary administrative assistants for assistance across the departments of the borough. Recruitment often yields no qualified applicants. Alternatively, those that are qualified and possess the necessary skills to be a successful administrative assistant soon depart for more permanent employment.

The addition of a one-half time position would provide badly needed assistance during short or long term absences from existing staff across departments. The position would be housed in the Print Shop during times when all full time staff is in place and could supplement that function and be directed by the Human Resources Department.

This unforeseen need was not budgeted for in the 2020 budget. However, funds are available in the General Fund Department, Kenai River Center's (KRC) Personnel budget due to vacancies and therefore, it is being proposed that available funds of \$33,030 be deobligated and reappropriated to the Print Shop personnel account for this. It would be a Range H classified position.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.:	<u>100.21135.40110</u>
Amount: \$	<u>33,030.00</u>
By: <u>AP</u>	Date: <u>10/10/19</u>