

Res. 47-2024

Business of the
Board of County Commissioners
County of Okanogan, Washington

Date: March 18, 2024

**Agenda Title: Shadow train new
Planner I**

Proposed Commission Action:

Motion to approve.

Proposed Motion: I move to approve resolution ____-202 which allows the Planning dept. to overlap two employees to shadow train a new Planner I.

Agenda Bill No:

Exhibits:

Department Head Approval: Pete Palmer

Agenda Bill Author: Pete Palmer

Clerk of the Board: *Lalena Johns*

REQUEST/DISCUSSION: Consideration of approving resolution to allow the Planning dept. to overlap two employees for a two week period to shadow train a new Planner I.

BACKGROUND INFORMATION: *The Planning department has received a resignation of a Planner I. The department held interviews on March 13, 2024 and chose a Planner I for a vacant position and a second applicant to fill the future vacant Planner I and avoid additional interview and advertisement costs. It is the departments hopes to overlap the Planner resigning and the new Planner chosen to fill the position and shadow train prior to the departure of the current Planner I.*

RECOMMENDATIONS: *To approve the Planning department to overlap two employees under one bars code for a two week period to cross train a new employee prior to the resignation date of the old Planner.*

SUGGESTED FUNDING SOURCE: The Planner position is funded in the 2024 Planning and Development budget.

DISTRIBUTION: Please email a copy to Department Head Pete Palmer at Planning.



Signature of Elected Official/Department Head



Date

OKANOGAN COUNTY COMMISSIONERS

RESOLUTION 47 – 2024

A resolution authorizing the Planning department to hire a Planner I into a position that will not vacate for a 2-week period in order to shadow train the new employee.

WHEREAS, an employee resigned as an Okanogan County Planner I within the Planning and Development Department effective April 5, 2024; and

WHEREAS, the Planning department held interviews on March 13, 2024 for a vacant Planner I position; and

WHEREAS, two applicants were selected: One for the vacant Planner I position and a second one for the Planner I position vacating on April 5, 2024 to avoid the cost of additional interviews; and

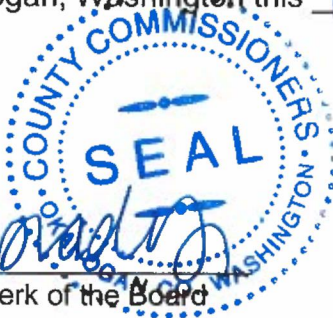
WHEREAS, the Planning department has experienced some salary cost savings to cover the additional to shadow train one additional Planner I; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Okanogan County Commissioners that effective March 21, 2024 to April 5, 2024 the Planning department be allowed to overlap 2 employees in the same bars code (558.60.11.12) under Planner I to shadow train the new employee.

Dated at Okanogan, Washington this 18th day of March, 2024.

ATTEST:

for: Leanea Johns
Leanea Johns, Clerk of the Board



BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON

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