

**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 58 - 2022**

*A resolution to adopt an updated job description and to reclassifying Administrative Support Specialist*

**WHEREAS**, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position shall group individual positions into classifications based upon the similarities in job duties and responsibilities; and

**WHEREAS**, the North Central Washington Narcotics Task Force is a quasi-governmental agency that operates exclusively on funds from the Byrnes Department of Justice Grant; and that the Okanogan County Sheriff's Office functions as the parent agency; and

**WHEREAS**, the Administrative Support Specialist position at the North Central Washington Narcotics Task Force is filled by Jodi Meyer, a special employee of the Sheriff's Office; and

**WHEREAS**, during a recent required operational inspection and review of the North Central Washington Narcotics Task Force, the Washington State Department of Commerce Peer Review Team identified that the job description of the Administrative Support Specialist was incomplete and failed to capture the complexity and level of work being performed. Additionally, the team identified that numerous operationally required tasks were not included on the job description despite a clear expectation for the incumbent to accomplish the work; and

**WHEREAS**, the Board of County Commissioners has requested job descriptions periodically be reviewed and updated to accurately reflect the duties and responsibilities of each position; and

**WHEREAS**, the Task Force Commander and Executive Board have updated the job description which more accurately reflects that of an Operations Support Specialist, and the position complexity and level of work being performed warrants a grade change.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Okanogan County Commissioners that effective April 21, 2022, the Administrative Support Specialist position (DTF132AFF-001) is reclassified as Operational Support Specialist, and grade 16 is hereby changed to grade 18.

**BE IT FURTHER RESOLVED**, that Jodi Meyer is hereby reclassified to, grade 18, step 5.

**DATED** at Okanogan, Washington this 26<sup>th</sup> day of April, 2022.




**ATTEST:**

  
Laleña Johns, CMC, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

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Andy Hover, Chairman

  
Chris Branch, Member

  
Jim DeTro, Member