

**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 109-2023**

*A resolution approving step increase for Administrative Secretary in the Commissioners' Office*

**WHEREAS**, Okanogan County Personnel Policies Manual section 3.3.1 states "Appointments at higher steps shall be considered by the Board of County Commissioners based upon availability, experience and qualifications of applicants for the position, and the relationship to other similar classifications, as well as the time available to continue to the recruitment process and budget considerations."; and

**WHEREAS**, the Commissioners' Office current Administrative Secretary position was filled at Grade 14 step 1 in 2023 by Cameron Burnette; and

**WHEREAS**, Cameron has demonstrated a higher level of ability, exceptional job performance and a quick understanding of the responsibilities in the office in addition to exceptional professionalism since his hired date; and

**WHEREAS**, the Clerk of the Board met with the Board of County Commissioners and recommended a step increase based on the above.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Okanogan County Commissioners that Cameron Burnette salary will be adjusted to grade 14, step 3 effective at the beginning of the pay cycle starting August 21, 2023 to authorize a step increase from step 1 to step 3.

**DATED** at Okanogan, Washington this 15<sup>th</sup> day of August 2023.



**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Chris Branch, Chairman

  
Andy Hover, Member

  
Jon Neal, Member

**ATTEST:**

  
Laleña Johns, CMC, Clerk of the Board