

**OKANOGAN COUNTY COMMISSIONERS
RESOLUTION 167 - 2022**

*A resolution reclassifying Commissioners Office Records Clerk position to
Administrative Secretary*

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, a salary survey and a review of similar positions within the county that perform similar complexity of work as the Clerk III position was completed of the position and it was found that the position should be reclassified, and

WHEREAS, the Board of County Commissioners recognizes the need to provide a classification system for each position based on responsibilities and complexity of work; and

WHEREAS, it is recommended that the Clerk III position within the commissioners' office be reclassified due to the duties and similar complexity of the work that is being performed; and

WHEREAS, the Board of Okanogan County Commissioners recognizes the necessity for their office to be staffed at a level that allows it to operate efficiently and to serve the public in an organized, professional, and sensible manner;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Okanogan County Commissioners that effective November 8, 2022, the Clerk III position, currently filled by Amber Lobe, (COM007CK#-003) is hereby reclassified as an Administrative Secretary position Grade 14 step 1.

DATED at Okanogan, Washington this 8th day of November, 2022.

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**



Andy Hoyer, Chairman



Chris Branch, Member



Jim DeTro, Member

ATTEST:





Laleña Johns,
Clerk of the Board