

**KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**

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Tuesday, August 12th, 2003

10:00 a.m.

TOPICS:

- Non-Bargained Wage Scales
 - Recommendation
 - Guidance for Supervisory & Advanced Positions
 - Payroll Document
 - Compensation Committee

- Missing Adoption of Personnel Policies Manual
- Wage Scale for Maintenance Director
- Employment Agreement with Health Officer
- Arbitration Results

ATTENDANCE: Max Golladay, Perry Huston, Bruce Coe, Kirk Eslinger, and Lisa Young

DISCUSSION:

Non-Bargained Wage Scales

a) Recommendation

- Kirk showed positions impacted and dollar impact for 2003 budget.
- Okay to move ahead for 2003 adjustment.
- Kirk will be preparing for 2004 and will be bringing information back to the Board.
- Per Board, it would be helpful to know how we compare to our comp counties as far as our job title/description structure...are other counties as specialized/complex?
- Max would like to know what kind of responses we are getting to our postings, which might be useful in determining if our wage scales are on-target:
 - a. Are we getting insufficient candidates (wage too low)?
 - b. Are we getting numerous or over-qualified candidates (wage attractively high)?

b) Guidance for Supervisory & Advanced Positions

- Kirk will follow same process for other non-bargained positions.

c) Payroll Document

- Kirk will provide document to Judy to adjust scales as approved.

d) Compensation Committee

- Does not operate as Perry hoped it would.
- Kirk asked about gathering them again, for wage adjustment, but it appeared that the preference was that Kirk be in charge of the process.

Missing Adoption of Personnel Policies Manual

- Send reminders to the Judges.

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- Will be considered in the Budget Process if not adopted.

Wage Scale for Maintenance Director

- Kirk asked if he should be completing a special review of Warren's wage scale.
- Per the Board, there is no need.

Employment Agreement with Health Officer

- Kirk asked if the Board was aware that his recommendation to Nancy was NOT to sign an Agreement with Dr. Miller.
- The Board was not aware of this recommendation against an agreement.

Arbitration Results

- Should be coming soon.

Item Not on Agenda

- Cop Grants – Max would like to know where we are with these – when they will be expiring.