

RESOLUTION # 2023-68

A RESOLUTION AUTHORIZING THE CHANGES TO THE JOB DESCRIPTION AND SALARY
TABLE FOR THE ADMINISTRATIVE ASSISTANT/BOARD CLERK

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WHEREAS, the Board of Directors is convinced by the staff report presented at its regular board meeting December 12, 2023 that the District should change the job title for the Administrative Assistant/Board Clerk to Executive Assistant/Board Clerk to provide greater clarity on the job functions; and

WHEREAS, the Board of Directors agrees that it will move the position from Range 17 to Range 19 as the Board is convinced it better fits the described job; and

WHEREAS, the Board of Directors agrees the proposed change tracks better with the job description from the CASA survey for Executive Assistant to General Manager/Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it authorizes changing the job title to Executive Assistant/Board Clerk and moving the salary range from 17 to 19 plus granting an additional 4.5% increase equivalent to that negotiated by the employee union Liuna 792.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 12, 2023 by the following vote:

AYES: BOARD MEMBERS: PRESIDENT WHITE, DIRECTORS: COLE, RACHEL,
SIEGFRIED, AND URQUHART


NOES: BOARD MEMBERS: ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:



Ken White, President of the Board

ATTEST:


Domine Barringer, Secretary of the Board