

Staff Report

Subject: Approval and publication of new job description and job title for our CHINS Program.

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Department: Human Resources and Risk Management

Meeting Date: April 16, 2024

Item Description: Approval and publication of new job description and job title for our CHINS Program.

Summary Recommendation:

Staff requests authorization to approve and publish a new job description and title for our CHINS Program.

Executive Summary/Background

CHINS Administrative Assistant: This classification aims to assist the CHINS Coordinator in daily activities and provide clerical support to ensure smooth and efficient departmental/office operations.

Alternatives for Commission to Consider

1. Approve the job description and title and authorize publication and distribution.
2. Disapprove the job description and guide staff.

Recommended Alternative: Staff recommends Alternative 1.

Other Alternatives: None.

Department Review: County Manager and Human Resources.

Funding Source: Funding through the current budget.

Attachment: CHINS Administrative Assistant Job Description