

Staff Report

Subject: Approval and publication of new job descriptions and job titles for various departments.

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Department: Human Resources and Risk Management

Meeting Date: February 6, 2024

Item Description: Approval and publication of new job descriptions and job titles for various departments.

Summary Recommendation:

Staff requests authorization to approve and publish new job descriptions and titles for various departments.

Executive Summary/Background

Solid Waste Coordinator: this position is responsible for planning, developing, coordinating, implementing, and promoting recycling and waste reduction programs and activities for county departments, supervisors, department Director and employees, and the residents of unincorporated areas.

Health, Wellness, and Safety Coordinator: This position investigates and mitigates loss or potential loss to the County, ensures the safety of our workforce, and performs administrative duties in support of the County's Risk Management Program. This position will also coordinate, plan, and facilitate health and fitness activities and programs for employees while supporting the Director and assisting with coordinating a comprehensive wellness program.

Alternatives for Commission to Consider

1. Approve the job descriptions and titles 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, Development Services, and Human Resources.

Funding Source: Funding through current budgets.

Attachment: Solid Waste Coordinator Job Description
Health, Wellness, and Safety Coordinator Job Description