

**Resolution 2021-38**  
**Adopt Kootenai County Personnel Policy Manual Revision**

**WHEREAS**, the Kootenai County Board of Commissioners adopted the Kootenai County Personnel Policy Manual dated November 29, 2016, by Resolution 2016-117 and subsequently adopted revisions thereto on the following dates:

July 18, 2017 – Resolution 2017-68  
October 31, 2017 – Resolution 2017-94  
July 3, 2018 – Resolution 2018-48  
October 29, 2019 – Resolution 2019-90  
May 26, 2020 – Resolution 2020-40;

and,

**WHEREAS**, the Kootenai County Board of Commissioners finds it necessary, from time to time, to make amendments to certain policies in the Kootenai County Personnel Policy Manual in order for Kootenai County to comply with changes in the law and/or governing regulations, and/or to implement necessary policies to ensure that Kootenai County maintains an established safe and cooperative working environment; establishes responsibilities and levels of performance expected of County employees; and, explains the benefits Kootenai County offers and provides to its employees; and,

**WHEREAS**, the Kootenai County Board of Commissioners determined it was necessary to revise Policy 600, Job Evaluation/Classification, to document the process by which the Human Resources Department of Kootenai County evaluates employment positions which have changed due to organizational changes and/or the development of new processes or technology resulting in changes to the requirements of a specific position; and,

**WHEREAS**, with the cooperation and assistance of Sylvia Proud, Director of Kootenai County Human Resources, and Darrin L. Murphey, Kootenai County Civil Deputy Prosecuting Attorney, a proposed revision to Policy 600 – Job Evaluation/Classification was prepared and presented in a public meeting before the Kootenai County Board of Commissioners on March 11, 2021, and the revised policy, as presented, was unanimously approved by the Kootenai County Board of Commissioners at said public meeting.

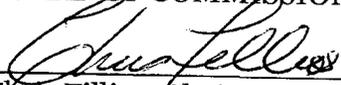
**NOW THEREFORE, IT IS HEREBY RESOLVED** that the Kootenai County Board of Commissioners does hereby adopt the revised Policy 600 – Job Evaluation/Classification Policy and Procedure as referenced hereinabove and incorporates the same into the Kootenai County Personnel Policy Manual effective March 11, 2021.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Brooks, seconded by Commissioner Duncan, the following vote was recorded:

Commissioner Brook: Aye  
Commissioner Duncan: Aye  
Chairman Fillios: Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on the 6<sup>th</sup> day of April, 2021.

KOOTENAI COUNTY  
BOARD OF COMMISSIONERS

  
Chris Fillios, Chairman

  
Leslie Duncan, Commissioner

  
Bill Brooks, Commissioner

ATTEST  
JIM BRADY, CLERK  
By:   
Deputy Clerk

