

**JESAP COMMITTEE**

**AGENDA**

*Monday, June 23, 2014, 3:00 PM*

*Quorum Court Room, Administration Building*

- I. **Revision of Job Descriptions (no grade change) – Maintenance Department**
  
- II. **Assessor's Office**
  - A. Appraiser – Level IV, Lead Appraiser
  - B. Appraiser – Level IV, Market Valuation Specialist
  - C. Appraiser – Level IV, Reappraisal Auditor
  - D. Appraiser – Level IV, Support Specialist
  
- III. **Road Department**
  - A. Construction Superintendent II
  - B. Administration Coordinator
  - C. Senior Asset Control Coordinator
  
- IV. **Accounting/Human Resources**
  - A. Accounting Manager (change in job description—no change in grade)
  
- V. **Information Technology Department** (\* denotes change of grade or new position. All others are changes to title/duties without a change in grade)
  - A. Connectivity Analyst\*
  - B. System Analyst\*
  - C. Network Administrator (was assistant systems administrator)
  - D. Information Coordinator (was webmaster)
  - E. Database Administrator and Project Coordinator (was IT-Project Manager)
  
- VI. **Policy Language**
  - A. Vacation Language to allow the three week accrual rate to start at the beginning of the 6<sup>th</sup> year.
  - B. Change in Grievance Policy to only send Grievance Council Members the time and date of grievance; and the grievant's name, job title, and department. Past policy language required that the grievant's letter requesting the hearing be sent.

