

**PERSONNEL AND LABOR RELATIONS COMMITTEE AGENDA**

Wednesday, February 15<sup>th</sup> 2017 at 4:30 P.M.

Administration Building Room 145

1. Approval of minutes from January's meeting.
2. Submittal of Organizational Chart.
3. Approve new job description "Site Coordinator" for Facilities Management.
4. Approve new job description "Deputy County Administrator" for County Board.
5. Approve new job description "Public Relations & Communications Manager" for County Board.
6. Approve new job description "Office Manager" for Administrative Services.
7. Approve new position "Compliance Manager" for Administrative Services.
8. Approve job audit for Payroll IT Supervisor.
9. Approve job audit for Safety & Risk Coordinator.
10. Approve job audit for Purchasing Technician.
11. Labor Relations update.
12. New Business.
13. Adjourn.