

AGENDA ITEM SUBMITTAL

Otero County Commission

Submitted by: Ralph Murphy, Solid Waste Superintendent

Meeting date: Thursday, November 9, 2023

Subject:	Request approval to reclassify a Transfer Station Attendant to Administrative Assistant.
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Research/Background:

Request the Board of County Commissioners authorize a Job description change from Transfer Station Attendant to Administrative Assistant for one position in my department. Wages would stay the same for this individual. This individual would still perform Attendant duties and help with administrative duties in the department. This would not be an additional position.

Fiscal Impact/Funding Sources:

Staff/Department Recommended Actions:

County Attorney Review (*if needed*):

Supporting Documents/Attachments/Links