

**ALDERWOOD WATER & WASTEWATER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 2572-2011**

A RESOLUTION of the Board of Commissioners of Alderwood Water & Wastewater District, Snohomish County, Washington, amending Article 4.4 of the *Personnel Manual* to specify the appropriate steps to be followed when making changes to job descriptions for regular District positions.

WHEREAS, the Alderwood Water & Wastewater District (the District) currently employs more than 100 full-time employees that perform a variety of assorted functions and tasks; and

WHEREAS, the District currently uses more than 60 individual job descriptions to communicate the essential duties and responsibilities, required knowledge, skills, and minimum qualifications for the regular positions that are utilized throughout the organization; and

WHEREAS, the District periodically reviews and updates its job descriptions to ensure that the approved documents accurately reflect the positions as they are intended to be utilized at the District; and

WHEREAS, District job descriptions are relied upon for a number of key purposes, including the communication of a standard description of a specific position; and

WHEREAS, the District desires to clarify the procedure to be followed when proposed changes to existing job descriptions are presented for approval and when job descriptions for new positions are created; and

WHEREAS, the District periodically updates its *Personnel Manual* document when issues that impact employment practices and policies are developed and/or clarified;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Alderwood Water & Wastewater District, Snohomish County, Washington

hereby approves the language contained below to be included as an amendment to the District's *Personnel Manual* document:

4.4 Job Descriptions

District job descriptions are used to present a standard description of a particular job. Job descriptions will typically identify a job title, the salary classification or grade the position is assigned to, a brief summary of the job, reporting relationships, essential duties and/or responsibilities, the minimum qualifications and requirements of the position, and a brief description of the environment the job will be performed in.

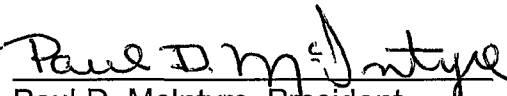
District job descriptions will be used during the hiring process to help managers, recruit, interview, and select the most qualified candidate to fill a job vacancy. Job descriptions also will be used for determining and balancing work assignments within the District organization, determining the appropriate salary classification and grade of a given job, for training and development purposes, for implementing the return to work/light duty and other safety programs, and for ensuring compliance with laws and regulations.

Job descriptions do not represent a formal contract or guarantee of the work that will be assigned or performed by any employee. All employees are expected to perform tasks outside of their job description that may be assigned by their supervisor.

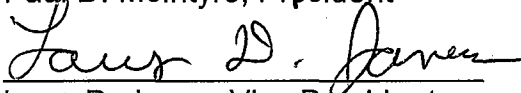
Job description development and changes will be administered by the Human Resources Administrator. New job descriptions will be developed by the position's supervisor and the Human Resources Administrator and must be approved by the General Manager and the Board of Commissioners. Job descriptions will be reviewed by supervisors, Department Heads, and the Human Resources Administrator before the decision to begin a recruitment process is made, before a salary survey or study is conducted, or when the need arises. Any changes proposed to any job description must be approved by the job's Department Head and the General Manager. In the event that proposed changes to a job description impact the job's salary classification or grade, the changes must be approved by the Board of Commissioners.

The District will periodically provide opportunities for all employees to provide feedback on their job description. If an employee believes changes should be made to their job description they should contact their supervisor and/or the Human Resources Administrator. The union will be provided an opportunity to bargain the impact of any changes to a represented job that effect compensation, working conditions, or any other item as required by contractual agreement or law.


PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE ALDERWOOD WATER & WASTEWATER DISTRICT, Snohomish County,
Washington, at a regular meeting thereof held this 7th day of February 2011.



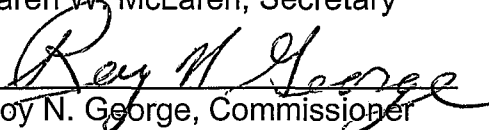
Paul D. McIntyre, President



Larry D. Jones, Vice President



Laren W. McLaren, Secretary



Roy N. George, Commissioner



Donna J. Cross, Commissioner

Attest:



Secretary