

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Contract with Condrey and Associates, Inc.

DATE OF MEETING: August 9, 2016

Work Session (x)
Regular Session (x)
Recommendation ()
Policy/Discussion ()
Report ()
Other ()

BUDGET IMPACT: \$12,500.00

FUNDING SOURCE

- (X) Annual
- () Capital
- () N/A

COUNTY ACTION REQUESTED ON: Approval of contract with Condrey and Associates, Inc. to conduct a job description analysis and update study.

HISTORY, FACTS AND ISSUES: A job description summarizes the important features of a position to include: work details, required tasks, knowledge, skills, abilities, responsibilities and reporting structure. Job descriptions are used to assist hiring supervisors in recruiting, hiring, orientating employees to their positions, providing instruction, evaluating and disciplining employees. While job descriptions have been reviewed, modified and created over the years, a full scale evaluation through a questionnaire/interview process has not occurred since 1999. Condrey and Associates will provide Lowndes County with a complete job description analysis and update study to include maintenance techniques and service questions.

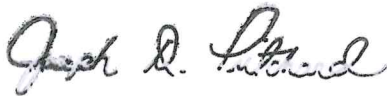
- OPTIONS:
1. Approve contract with Condrey and Associates, Inc. to conduct a job description analysis and update study.
 2. Board's Pleasure

RECOMMENDED ACTION: Board's Pleasure

DEPARTMENT: Human Resources

DEPARTMENT HEAD: Kevin L. Beals

ADMINISTRATIVE COMMENTS AND RECOMMENDATION:



County Manager

Action Taken By Board: _____