

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 8th day of June, 2026.

Upon the motion of Commissioner Brooks and the second by Commissioner Holton the Board resolves as follows:

To adopt changes to the **job title and description of one (1) position** in the **County Agent Department**.

One (1), Office Coordinator, pay grade 12, min. \$21.54 – max. \$30.50 hourly (min. \$44,803.20 – max. \$63,440.00 annually), position control number 020 253 762, FLSA Non-Exempt.

To

One (1), Senior Administrative Specialist, pay grade 12, min. \$21.54 – max. \$30.50 hourly (min. \$44,803.20 – max. \$63,440.00 annually), position control number 020 253 762, FLSA Non-Exempt.

Updated Job Description and PCN List are attached.

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
<u>Not in attendance</u> Commissioner Leslie Van Beek	_____	_____	_____
<u>Brad Holton</u> Commissioner Brad Holton	X	_____	_____
<u>Zachary Brooks</u> Commissioner Zachary Brooks	X	_____	_____

Attest: JESS URRESTI, CLERK

[Signature]
Deputy Clerk

Date: 6/8/26

Q:\Policy\Resolutions\Resolutions Prepared\FY 2026\County Agent - Senior Administrative Specialist