



MEMO TO: Mayor and Commissioners

FROM: Jennifer Eakes, Human Resources Director

SUBJECT: Approval for Triangle J Council of Governments to provide the Town of Pittsboro job descriptions for each position within the Town

Date: December 12, 2022

Purpose: To approve Triangle J Council of Governments to provide job descriptions for the Town of Pittsboro

Proposal:

Human Resources is asking that the Board of Commissioners approve Triangle J Council of Governments to provide the Town of Pittsboro with a job description for every graded position within the Town.

The Council of Governments provided a salary study at the request of the former Town Manager. Updated job descriptions are generally included with the study at the request of the Town Manager.

This was not requested prior to the former Town Manager leaving. Therefore, we do not have accurate, updated job descriptions for each of our positions. As Human Resources begins to implement performance evaluations, each position will be required to have a clear description of the duties required.

Recommendation:

Approve Triangle J Council of Governments to provide job descriptions for the Town of Pittsboro at a cost of \$5000.00

Attachment:

Proposed agreement for services