

TO: MAYOR AND CITY COUNCIL
FROM: LANELL ENDRES, INTERIM CITY ADMIN/FINANCE DIRECTOR
SUBJECT: JOB TITLE CHANGE/PAY GRADE ADJUSTMENT– D HOWARD
MEETING DATE: MAY 15, 2018

BACKGROUND

As you may recall, the City Council had previously authorized a pay grade study to be performed by Springstead and then subsequently approved a new pay grade system for city employees in the fall of 2017. The process began in 2015 with employees completing a form outlining their duties and responsibilities. Since that time, one of our employees has experienced a change in job duties that warranted a review of the job description. Upon that review it was also discovered that the duties outlined did not reflect the depth of the work that was being performed. Due to these circumstances, I had Springstead revisit the job description and pointing of this position. This resulted in a job title change from Receptionist/Administrative Assistant to Administrative Assistant/License & Permit Technician. It also resulted in additional points assigned that moves this position from Pay Grade 5 to Pay Grade 6.

STAFF RECOMMENDATION

The Personnel Committee reviewed the information and recommended Council approval of the job title change and pay grade adjustment. I am recommending Dianne Howard be moved to Pay Grade 6, Step 6 effective 5/21/18.

REQUESTED COUNCIL ACTION

I respectfully request the Council accept the recommendation of the Personnel Committee and make a motion to approve the job title change and pay grade adjustment as stated.