



454 South Anderson Road, BTC 556  
Rock Hill, South Carolina 29730  
Phone: 803-366-2400 Fax: 803-366-1082  
Email: archere@comporium.net

November 5, 2013

Ms. Sandra Pate  
Assistant City Administrator/HR Director  
City of Foley  
P.O. Box 1750  
Foley, AL 36536

Dear Ms. Pate:

We have reviewed, analyzed and evaluated the three positions in the Finance Department for the City for the purpose of determining the appropriate pay grade and the pay range to be assigned to the positions. The data content and the data source used to analyze and evaluate the positions were from the position questionnaires completed by the employees. We have developed job descriptions and are forwarding them along with this letter.

In accordance with the foregoing, the job titles, recommended pay grades and FLSA status for the positions are as follows:

<u>Job Code</u>	<u>Job Title</u>	<u>Recommended Pay Grade</u>	<u>FLSA Status</u>
1406	Project & Risk Manager/EMA Dir.	28	Exempt
1402	Accountant/Asset Manager	19	Exempt
1404	Purchasing Agent/Airport Manager	16	Exempt

Please advise if further information is desired.

Sincerely,  
*Earnest R. Archer*  
Earnest R. Archer, Ph.D., P.E., SPHR  
President