



City of Foley, AL

407 E. Laurel Avenue
Foley, AL 36535

Signature Copy

Resolution: 14-0517-RES

File Number: 14-0868

Enactment Number: 14-0517-RES

Amending the Pay Classification Plan for a Restructure of Two Positions in General Government with a Neutral Effect to the Budget.

WHEREAS, There is a need to restructure some job duties within two positions in General Government to better distribute the duties and responsibilities of the positions, and

WHEREAS, The revised job duties in these two positions have been re-analyzed by The Archer Company and it is recommended to increase the ~~Secretary/Receptionist~~ Pay Grade from a Grade 7 to a Grade 9 along with a job title change to Receptionist/Administrative Assistant, remaining non-exempt. It is also recommended to decrease the Administrative Assistant/Grants Coordinator from a Grade 12 to a Grade 10 with a job title change to Administrative Assistant/Grants Organizer, with the position moving from exempt to non-exempt status, and

WHEREAS, The funding requirements for the two revised positions cancel each other out so there is no need for a budget adjustment.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: Authorizes an amendment to the Pay Classification Plan to convert the ~~Secretary/Receptionist~~ position (Grade 7) to Receptionist/Administrative Assistant (Grade 9), non-exempt, effective pay period beginning December 2, 2014.

SECTION 2: Authorizes an amendment to the Pay Classification Plan to convert the Administrative Assistant/Grants Coordinator (Grade 12) to Administrative Assistant/Grants Organizer (Grade 10), non-exempt, effective pay period beginning December 2, 2014.

SECTION 3: This Resolution shall become effective immediately upon its adoption as required by law.

PASSED, APPROVED AND ADOPTED this 1st day of December, 2014.



President's Signature

[Handwritten Signature]

Date

12-2-14

Attest by City Clerk

Victoria Southern

Date

12-2-2014

Mayor's Signature

[Handwritten Signature]

Date

12/3/14