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March 13, 2017

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 new position of Grants and Special Agreements Administrator for the Finance Department for the purpose of determining the appropriate pay grade. We have used the position questionnaire to analyze and evaluate the position. We have developed a job description and are sending the description along with this letter.

In accordance with the foregoing, the job title, recommended pay grade and FLSA status for the position are as follows:

<u>Job Code</u>	<u>Job Title</u>	<u>Recommended Pay Grade</u>	<u>FLSA Status</u>
1407	Grants & Special Agreements Admin.	14	Exempt

Please advise if further information is desired.

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