

Request for Job Analysis Form

Please complete all fields, scan, and electronically submit to the Human Resources Department.

DEPARTMENT HEAD COMPLETES

Requester Name and Title:	LaDonna Hinesley
Phone:	251-943-2016
E-mail Address:	lhinesley@cityoffoley.org
Department:	Marketing
Today's Date:	July 23, 2019
Job Title / Job Code for Review:	PT Event Coordinator/Welcome Center Assistant / 5060107 / G-20
Position Type (New or Existing):	Existing
Reason for Review: Describe why you feel this job needs re-reviewed. Referring to the current job description, explain in detail which ESSENTIAL DUTIES HAVE <u>substantially</u> changed and describe in detail how those duties have changed.	Position is performing new essential duties associated with event planning/coordination. The new essential duties consist of higher level KSA's than are currently reflected in the position's pay grade.
Desired Outcome: Note what job title and pay grade you believe this job should be.	Request same title but upgrade pay grade based on new job analysis

HR USE ONLY

Form Received by:	Sandra Pate
Form Reviewed by:	Sandra Pate
Today's Date:	July 23, 2019

Action:	
JAT Sent (Y/N):	☒ Yes ☐ No
Market Data Needed (Y/N):	☒ Yes ☐ No
	Date Market Data Completed: <u>7/23/19</u>
Final JAT Score	381.3
Market Midpoint Value	\$34,406.43
Regression Midpoint	\$46,050.34
	Averaged Midpoint: \$40,228
Title Recommendation:	PT Event Coordinator / Welcome Center Assistant
Grade Recommendation:	G-70 / Midpoint of \$39,365.31
Explanation of Findings:	Average of JAT Score and Market Data support G-70 Grade and Current Title to remain the same
Reviewer Notes:	Take to Council August 5, 2019 for recommendation of amendment to Pay Plan. Assign Job Code if/when approved by Council.

Signature: _____

Sandra Rato

Director of
Human Resources

Signature: _____

Supervisor

Date: _____

7-23-19

Date: _____

JAT Scoring

Download Data Grid Edit

DEPARTMENT	CLASSIFICATION	CLASS CODE	L	WC	C	DM	R	JAT SCORE
Marketing	Part-Time Event Coordinator/Welcome Center Assistant		3	3	3	3	4	381.3

Records 1 of 1

Edit Market Data

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CLASSIFICATION	PEER	PEER MIN	% DIFF	PEER MID	% DIFF	PEER MAX
Part-Time Event Coordinator/Welcome Center Assistant	City of Daphne, AL	\$23,899.00		\$24,804.00		\$25,709.00
Part-Time Event Coordinator/Welcome Center Assistant	City of Huntsville	\$28,995.00		\$35,599.00		\$42,182.00
Part-Time Event Coordinator/Welcome Center Assistant	City of Montgomery	\$40,664.00		\$50,709.00		\$60,755.00
Part-Time Event Coordinator/Welcome Center Assistant	Glass Door Website	\$23,000.00		\$33,000.00		\$43,000.00
Part-Time Event Coordinator/Welcome Center Assistant	indeed.com			\$27,643.00		
Part-Time Event Coordinator/Welcome Center Assistant	Payscale.com			\$35,000.00		
Part-Time Event Coordinator/Welcome Center Assistant	ZipRecruiter.com	\$25,200.00		\$34,100.00		\$43,000.00

Position Slotting

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DEPARTMENT	CURRENT TITLE	CLASS CODE	PAY PLAN	GRADE	JAT SCORE	REGRESSION MIDPOINT	MARKET MIDPOINT	POSITION MIDPOINT (SELECT)	MINIMUM	MIDPOINT	MAXIMUM
Marketing	Part-Time Event Coordinator/Welcome Center Assistant		General	70	381.3	\$46,050.34	\$34,406.43		\$31,482.25		\$47,238.37

40,228

\$39,365.81

Records 1 of 1

6-70