



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

April 27, 2015

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 position of System Administrator for the City 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 Title</u>	<u>Recommended Pay Grade</u>	<u>FLSA Status</u>
System Administrator	18	Exempt

Please advise if further information is desired.

Sincerely,

Earnest R. Archer

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