

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:	Gary Deisner, Parks Superintendent
Phone:	251-424-6398
E-mail Address:	gdeisner@cityoffoley.org
Department:	Parks
Today's Date:	01-21-21
Job Title / Job Code for Review:	Parks Maintenance Worker I
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 <u>in detail</u> which ESSENTIAL DUTIES HAVE <u>substantially</u> changed and describe in detail how those duties have changed.	A Worker I retired and there is a need for an additional Worker II for cross-training and succession planning. Wish to convert one Worker I to a Worker II. No changes are necessary to the current Worker II job duties.
Desired Outcome: Note what job title and pay grade you believe this job should be.	Parks Maintenance Worker II – Grade 50

HR USE ONLY

Form Received by:	Suzanne Kellams
Form Reviewed by:	Suzanne Kellams
Today's Date:	01-21-21
Action:	Approved. No JAT required because the requested position is in the pay plan.
JAT Sent (Y/N):	☐ Yes ☒ No Once Returned, record date received _____
Market Data Needed (Y/N):	☐ Yes ☒ No
	Date Market Data Completed: _____
Final JAT Score	
Market Midpoint Value	\$
Regression Midpoint	\$
	Averaged Midpoint: \$
Title Recommendation:	Parks Maintenance Worker II
Grade Recommendation:	50
Explanation of Findings:	The requested position is already in the pay plan.
Reviewer Notes:	Council action required to amend the pay plan. Resolution will be drafted for the 02-02-21 meeting.

Signature:

Director of
Human Resources

Signature: Gary Deisner

Supervisor

Date: 01-21-21**Date: 01-21-21**