

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 Welcome Center Aide / 5060101 / 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 <u>in detail</u> which ESSENTIAL DUTIES HAVE <u>substantially</u> changed and describe in detail how those duties have changed.	Position is performing new additional essential duties beyond the scope of an Aide. The new essential duties consist of higher level KSA's that are associated with Administrative Assistant duties.
Desired Outcome: Note what job title and pay grade you believe this job should be.	Request position re-title to: Part-Time Administrative Assistant II and Grade 70

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: __7/23/19__
Final JAT Score	318.8
Market Midpoint Value	\$36,092.86
Regression Midpoint	\$41,838.28
	Averaged Midpoint: \$38,965.57
Title Recommendation:	Administrative Assistant II
Grade Recommendation:	G-70 / Midpoint of \$39,365.31
Explanation of Findings:	Average of JAT Score and Market Data support G-70 Grade and Title of Administrative Assistant II
Reviewer Notes:	Take to Council August 5, 2019 for recommendation of amendment to Pay Plan. Assign Job Code if/when approved by Council.

Signature: _____
Director of
Human Resources

Signature: _____
Supervisor

Date: _____

Date: _____

JAT Scoring

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DEPARTMENT	CLASSIFICATION	CLASS CODE	L	WC	C	DM	R	JAT SCORE
Marketing	Part-Time Administrative Assistant II		4	3	2	2	2	\$18.8

Edit Market Data

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CLASSIFICATION	PEER	PEER MIN	% DIFF	PEER MID	% DIFF	PEER MAX
Part-Time Administrative Assistant II	Baldwin County, AL	\$24,565.00		\$32,407.00		\$40,248.00
Part-Time Administrative Assistant II	City of Daphne, AL	\$29,411.00		\$38,574.00		\$47,736.00
Part-Time Administrative Assistant II	City of Decatur	\$28,697.00		\$36,182.00		\$43,666.00
Part-Time Administrative Assistant II	City of Gulf Shores, AL	\$32,502.00		\$38,822.00		\$45,141.00
Part-Time Administrative Assistant II	City of Montgomery	\$32,318.00		\$40,302.00		\$48,286.00
Part-Time Administrative Assistant II	City of Phenix City	\$30,666.00		\$36,101.00		\$41,516.00
Part-Time Administrative Assistant II	State of Alabama	\$22,939.00		\$30,262.00		\$37,584.00
TOTAL						

Position Slotting

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 Administrative Assistant II		General	70	31.8	\$41,838.28	\$36,092.86	\$39,365.31	\$31,492.25	\$39,365.31	\$47,238.37

38,965.57
6-70