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September 30, 2016

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 re-evaluated the position of Economic Development Director for the purpose of determining the appropriate pay grade and pay range for the position. The data source used to analyze and evaluate the position was drawn from the position questionnaire as completed and submitted to us. We have developed a job description and are forwarding it along with this letter.

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

<u>Job Code</u>	<u>Job Title</u>	<u>Recommended Pay Grade</u>	<u>FLSA Status</u>
1301	Economic Development Director	39	Exempt

Please advise if further information is desired.

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