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November 13, 2014

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, evaluated and reclassified two positions for the City for the purpose of determining the appropriate pay grade and pay range for each of the positions. The data source used to analyze and evaluate the positions were drawn from the position questionnaires as completed and submitted to us by the City. We have developed job descriptions and are forwarding them along with this letter.

In accordance with the foregoing, the job codes, the job titles, recommended pay grades and FLSA status for each of the positions are as follows:

<u>Job Code</u>	<u>Job Title</u>	<u>Recommended Pay Grade</u>	<u>FLSA Status</u>
1204	Receptionist/Administrative Assistant	9	Non-Exempt
1104	Administrative Assistant/Grants Organizer	10	Non-Exempt

Please advise if further information is desired.

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