



Legislation Details (With Text)

File #: 24-0010 **Version:** 1 **Name:** A Resolution Amending The Pay Classification For The Senior Center

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Title: A Resolution Amending The Pay Classification For The Senior Center

Sponsors:

Indexes:

Code sections:

Attachments: 1. Draft - Pay Classification Plan - Agenda item 24-0010

Date	Ver.	Action By	Action	Result
1/2/2024	1	City Council	adopted	Pass

A Resolution Amending The Pay Classification For The Senior Center

Description of Topic: (who, what, where, when, why and how much)

In an effort to better accommodate the needs of the Senior Center, a job analysis was completed to re-evaluate the Admin III position to an Admin II focusing on administrative support for the Senior Services Manager. This action is budget neutral. The department would like to add a temporary part-time position that will utilize the higher marketing skills of our current Admin III employee who prefers to work a part-time schedule. This action is also budget neutral and does not require council approval as temporary positions are budgeted in the department's part-time salaries account and are not included in the Pay Classification Plan.

Budgetary Impact:N/A

Non-Capital Item:

___ Budgeted under account # _____ (discussion item)

___ Not budgeted, requesting transfer of \$ _____ from Account # _____ to Account # _____.**Request to Transfer Departmental Budget Dollars form must be attached**

___ Not budgeted requiring increase to account # _____ in the amount of \$ _____.**Request to Increase Departmental Budget Dollars form must be attached**

Capital - Departmental **Capital Purchase Worksheet form must be attached**

___ Budgeted under account # _____ for \$ _____ and described in budget as _____. Additional amount needed, if any: Increase in budget of \$ _____ OR, transfer of \$ _____ from Account # _____ to Account # _____**Request to Increase OR Request to Transfer Departmental Budget Dollars form must be attached**

___ Not Budgeted - account # _____ requires budget increase of \$ _____.**Request to Increase Departmental Budget Dollars form must be attached**

Capital Project - **If requesting to start a project, a Capital Project Worksheet form must be attached**

In current year Capital Projects Plan:

___ Yes, described as _____, planned amount \$ _____, requesting \$ _____ as

total project estimate, including contingencies, under account # _____

___ No, requesting \$ _____ as total project estimate, including contingencies, under account # _____.

___ Yes, requesting an increase of \$ _____ to an already approved project titled _____ that is being tracked under Account No. _____.

___ No, requesting an increase of \$ _____ to an already approved project titled _____ that is being tracked under Account No. _____.

WHEREAS, in an effort to better accommodate the needs of the Senior Center, a job analysis was completed to re-evaluate the current Administrative Assistant III focusing on administrative support for the Senior Services Manager.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: Amends the City's Pay Classification Plan in the Senior Center department by eliminating the position of Administrative Assistant III (Job Code 5070106 / Grade 80) and authorizing the position of Administrative Assistant II (Job Code 5070108 / Grade 70). This action is budget neutral.

SECTION 2: This Resolution shall become effective immediately upon its adoption as required by law.