



Legislation Details (With Text)

**File #:** 21-0628      **Version:** 1      **Name:** A Resolution Amending The Pay Classification Plan And Authorizing The Transfer Of Funds For Job Analyses In The Library, Marketing And General Government Departments

**Type:** Resolution      **Status:** Adopted

**File created:** 10/11/2021      **In control:** City Council

**On agenda:** 10/18/2021      **Final action:** 10/18/2021

**Title:** A Resolution Amending The Pay Classification Plan And Authorizing The Transfer Of Funds For Job Analyses In The Library, Marketing And General Government Departments

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Pay Classification Plan - Effective 09-06-2021

Date	Ver.	Action By	Action	Result
10/18/2021	1	City Council	adopted	Pass

A Resolution Amending The Pay Classification Plan And Authorizing The Transfer Of Funds For Job Analyses In The Library, Marketing And General Government Departments

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

There is a need to repurpose one of the Part-Time Library Aide positions to be assigned to the computer lab to better serve the needs of the Library. A job analysis was completed and resulted in a new position and reassignment to the computer lab. The pay grade will remain a G-30. A job analysis was completed on the Part-Time Welcome Center Aide position in the Marketing Department qualifying for a pay grade adjustment from a G-20 to a G-50. Another job analysis was completed on the vacant Human Resources Coordinator position in the General Government Department qualifying for a pay grade adjustment from a G-100 to a G-150. This is due to a transfer of duties from the previous Part-Time Training Specialist that was eliminated in the FY22 budget approval. This position will also act as the Safety Coordinator for the City resulting in a new title of Human Resources/Safety & Training Coordinator also resulting in a FLSA status change from non-exempt to exempt.. A transfer of budgeted funds from the Reserve For Salary Increases Account to the department personnel accounts will support these actions.

Budgetary Impact:

Non-Capital Item:

Budgeted under account # 100-9200-5999 (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 # \_\_\_\_\_.  
\_\_\_\_\_ No, requesting an increase of \$ \_\_\_\_\_ to an already approved project titled  
\_\_\_\_\_ that is being tracked under Account No. \_\_\_\_\_.

WHEREAS, a job analysis was completed on a position in the Foley Public Library resulting in a  
new position and reassignment of a current position, and

WHEREAS, a job analysis was completed on a position in the Marketing Department qualifying for  
a pay grade adjustment, and

WHEREAS, a job analysis was completed on a position in the General Government Department  
(HR Division) qualifying for a pay grade adjustment, modified title and FLSA status change.

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

SECTION 1: Amends the Pay Classification Plan by decreasing the number of slots by one for  
the position of Part-Time Library Aide (Job Code 5020102/Grade 30) and adding one slot in the new  
position of Part-Time Library Aide - Computer Lab (Job Code 5020115/Grade 30). This action is  
budget neutral.

SECTION 2: Amends the Pay Classification Plan for the position of Part-Time Welcome Center  
Aide from Job Code 5060101/Grade 20 to Job Code 5060112/Grade 50.

SECTION 3: Amends the Pay Classification Plan from the position of Human Resources  
Coordinator (Job Code 1010122/Grade 100) to the position of Human Resources/Safety & Training  
Coordinator (Job Code 1010131/Grade 150) and a FLSA status change from non-exempt to exempt.

SECTION 4: The Human Resources Division will provide the budget transfer amounts to the  
Finance Division upon adoption of this resolution.

SECTION 5: This Resolution shall become effective immediately upon its adoption as required  
by law.