



Legislation Text

File #: 24-0010, Version: 1

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.