



Legislation Text

File #: 24-0050, Version: 1

A Resolution Amending The Pay Classification Plan In Multiple Departments

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

There is a need to restructure the Human Resources Division to better support our growing workforce. We request to convert the Part-Time Administrative Assistant I to a full-time HR Generalist and convert the HR/Safety & Training Coordinator to an Employee Engagement, Safety & Training Coordinator. The Environmental Department requests a new position of Sustainability Coordinator to assist the Director with grants and programs. Leisure Services requests to convert the current Concessions Manager to a Food and Beverage Manager by increasing the scale of responsibility over multiple units with an increased focus on reporting and efficiency development. The Parks Dept requests to convert a Parks Maintenance Worker I/Custodian to a Worker II to accommodate its needs.

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, multiple departments within the City of Foley request to amend the Pay Classification Plan to accommodate their needs to restructure departments for the continued growth of the City and to gain efficiencies to support the growth.

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

SECTION 1: Authorizes an amendment to the Pay Classification Plan in the Human Resources Division by eliminating the position of Part-Time Administrative Assistant I (Job Code 1010121 / Grade 60) and authorizing the new position of a full-time regular Human Resources Generalist (Job Code 1010148 / Grade 90).

SECTION 2: Authorizes an amendment to the Pay Classification Plan in the Human Resources Division by eliminating the position of Human Resources/Safety & Training Coordinator (Job Code 1010131 / Grade 150) and authorizing the new position of Employee Engagement, Safety & Training Coordinator (Job Code 1010149 / Grade 110).

SECTION 3: Authorizes an amendment to the Pay Classification Plan in the Environmental Department by authorizing the new position of Sustainability Coordinator (Job Code 2040112 / Grade 140). The HR Division will provide the Financial Services Division with the amounts to transfer from the Reserve for Salary Increases account 100-9200-5999 to the Environmental personnel accounts.

SECTION 4: Authorizes an amendment to the Pay Classification Plan in the Leisure Services Department by eliminating the position of Concessions Manager (Job Code 5000101 / Grade 90) and authorizing the new position of Food and Beverage Manager (Job Code 5000107 / Grade 140).

SECTION 5: Authorizes an amendment to the Pay Classification Plan in the Parks and Recreation Department by eliminating one slot in the position of Parks Maintenance Worker I/Custodian (Job Code 5030119 / Grade 50) and authorizing one additional slot in the position of Parks Maintenance Worker II (Job code 5030120 / Grade 70).

SECTION 6: This Resolution shall become effective immediately upon its adoption as required by law.