



## Legislation Text

---

**File #:** 20-0402, **Version:** 1

---

Resolution Amending the Pay Classification Plan to Adjust Pay Grade and Job Title of one slot in the Part-Time Museum Attendant position in the Marketing Department.

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

One slot in the Part-Time Museum Attendant position in the Marketing Department has taken on more essential job duties than just attendant duties. A current job analysis indicates the job title should be modified to Part-Time Administrative Assistant II and the pay rate adjusted from a Grade 20 to a Grade 70. This resolution amends the Pay Classification Plan to adjust the job title and pay rate to be more in-line with the position's current essential functions.

Budgetary Impact: None (Approximately \$2,200 adjustment to the FY21 Budget)

..Body

WHEREAS, One slot in the Part-Time Museum Attendant position in the Marketing Department has taken on more essential job duties than only attendant duties, and

WHEREAS, A current job analysis indicates the job title should be modified to Part-Time Administrative Assistant II and the pay rate adjusted from a Grade 20 to a Grade 70, and

WHEREAS, The Pay Classification Plan needs to be modified to adjust the job title and pay rate to be more in-line with this position's current essential functions.

WHEREAS, This action would require an adjustment to the FY21 Budget in the annual amount of approximately \$2,200.

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

SECTION 1: Modifies the job title of one slot in the Part-Time Museum Attendant position (Job Code #5060108) to Part-Time Administrative Assistant II (Job Code #5060110) and increases the pay grade from G-20 to G-70, effective Pay Period beginning September 15, 2020.

SECTION 2: Authorizes an FY21 Budget Amendment in the approximate amount of \$2,200 to fund this change with the adjustment accounts and amounts to be provided to the Finance Division by the HR Division.

SECTION 3: This Resolution shall become effective immediately upon its adoption as required by law.