



Legislation Text

File #: 21-0628, Version: 1

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.