



City Council Memorandum

To: Mayor Manier & City Council
From: Jim Culotta, City Administrator
Date: September 5, 2017
Re: Position Reclassification: Records Clerk to Administrative Assistant, Police Dept.

EXECUTIVE SUMMARY

Staff requests Council approval of the reclassification of the Records Clerk position in the Police Department to Administrative Assistant. The approved budget includes adequate funds to accommodate the annual wage increase of \$1,092.

BACKGROUND

Chief McCoy brought forward this reclassification request to the Finance & Personnel Committee on August 21st. His rationale for reclassifying the current Records Clerk (Range 56-3) to an Administrative Assistant position (Range 58-3) is to better reflect the role she serves on a daily basis in the department. I recommend approval of this request.