



Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: June 21, 2021

Re: Amending the FY 2021 Classification and Pay Plan and the FY 2021 Budget in order to reassign a position in the City Manager's Office

Executive Summary

The City Manager's Office is requesting to amend the FY 2021 Classification and Pay Plan, and the FY 2021 Annual Budget as it relates to the reassignment of the Senior Administrative Support Assistant.

Discussion

During last year's budget, the position of the Assistant to the City Manager was deleted and, as a result, the senior administrative support assistant assumed many of the duties for that position. Human Resources conducted a review and it was determined that a reassignment was warranted.

Therefore, the City Manager's Office is requesting to amend the FY 2021 Classification and Pay Plan in order to reassign the following position:

Senior Administrative Support Assistant (1006), Grade B6, Non-Exempt to Administrative Technician (1400), Grade B8, Non-Exempt.

Fiscal Impact

Short-Term Impact: Unknown

Long-Term Impact: The reassignment will have a pay change. The midpoint for a pay grade B6 is \$35,435. The midpoint for a pay grade B8 is \$43,851.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
n/a	n/a

Suggested Council Action

Authorize the amendment to the FY 2021 Classification and Pay Plan, and the FY 2021 Annual Budget.