

RESOLUTION NO. 21-012

A RESOLUTION adopting changes to the positions within the Administrative Services Department, including creation of new position descriptions.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

There is hereby created in the Administrative Services Department a new position entitled Human Resources Analyst. Such position shall be a non-represented position, entitled to the benefits provided in the non-represented handbook, and shall perform such duties as shall be outlined in any job description proscribed by the City, as may be revised from time to time. The position description and salary schedule are attached hereto as Exhibit "A" and shall be effective as of November 1, 2021.

II

There is hereby created in the Administrative Services Department a new position entitled City Clerk. Such position shall be an FLSA-exempt, non-represented position, entitled to the benefits provided in the non-represented handbook including forty hours of administrative leave, and shall perform such duties as shall be outlined in any job description proscribed by the City, as may be revised from time to time. The position description and salary schedule are attached hereto as Exhibit "B" and shall be effective as of November 1, 2021.

III

There is hereby created in the Administrative Services Department a new position

entitled Records Management Coordinator. Such position shall be a union represented position in the CPEA bargaining unit and shall perform such duties as shall be outlined in any job description proscribed by the City, as may be revised from time to time. The position description and salary schedule are attached hereto as Exhibit "C" and shall be effective as of November 1, 2021.

IV

PASSED BY the Council and approved by the Mayor this 1st day of November, 2021.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney