



City of Chipley

1442 Jackson Avenue
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Chipley, Florida 32428

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To: Mayor and Council Members
From: Patrice A. Tanner, Assistant City Administrator/City Clerk
Date: December 8, 2023
Re: Employee Classification Document – Additions/Changes

The following position, upon approval, will be added to the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Finance Director	301	S15	FTR	E
Project Manager	204	K	FTR	NE

The following position, upon approval, will be changed on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Administrative Assistant TO	202	E	FTR	NE
City Clerk	202	L	FTR	NE

The following position, upon approval, will be changed on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Asst. City Administrator/City Clerk TO	203	S15	FTR	E
Assistant City Administrator	203	S15	FTR	E

Please let me know if you have any questions.