

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Employee Classification Document – Additions/Changes.

MEETING DATE

Tuesday, December 12, 2023

PREPARED BY

Patti Tanner, Assistant City Administrator/City Clerk

SUMMARY

This will approve changes in the employee classification document to include changing the Administrative Assistant position to the City Clerk position and changing the Assistant City Administrator/City Clerk position to the Assistant City Administrator position. This will also add the positions of Finance Director and Project Manager. The project manager will handle all grants and projects.

The salary costs involved will come from the Assistant City Administrator/City Clerk position, and we will need an additional approximately \$15,000 to cover the balance. This will allow the City Hall to function efficiently with the current workload and allow for continued success in all areas.

RECOMMENDATION

City Staff recommend approval of Employee Classification Document additions and changes.

ATTACHMENTS

1. Employee Classification Document Memo.