



COMMISSION STAFF REPORT

DEPARTMENT: Commission

SUBJECT: Motion to approve City Clerk position and pay scale – **Commissioner Shrouder**

RECOMMENDATION:

- Commissioner Shrouder is requesting a approve City Clerk position and pay scale

BACKGROUND OF ITEM:

- At the regular City Commission meeting of August 24, 2021 the Commission approved a separate department for HR and Risk Management to include a director position. Currently the City Clerk acts as the Director of Administrative Services, which includes HR and Risk Management therefore revisions are needed to the job description and pay plan.

ANALYSIS:

- N/A

ALTERNATIVES:

- N/A

ATTACHMENTS/BACKUP:

1. Pay plan for City Clerk position and Director of Human Resources and Risk Management
2. Draft City Clerk job description
3. City Clerk job description from 2003 prior to the addition of Assistant City Manager responsibilities
4. Cooper City Pay Plan Structure Development Guide
5. Classification and Compensation Project Overview