



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 12, 2023

**AGENDA ITEM:** Consider amending job descriptions and approve MOU modifying Appendix A-1, Classification Changes.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### BACKGROUND:

The position of City Clerk (Administration) and Payroll Clerk/Human Resources Technician (Finance) have evolved over the years, where the incumbent has needed specialized skills and taken on more responsibility from their respective department.

Human Resources Officer Chery Pierzina recommends amending the job description for the City Clerk (Administration) and re-classifying the Clerical Unit position from a Class 4 to Class 6 effective June 12, 2023, and amending the job description for the Payroll Clerk/Human Resources Technician (Finance) and re-classifying the Clerical Unit position from a Class 3 to Class 4 effective June 12, 2023. A copy of the amended job descriptions is attached.

Because of this classification change, a Memorandum of Understanding (MOU) has been drafted for APPENDIX A-1 by moving City Clerk (Administration) from Class 4 to Class 6 and Payroll Clerk/Human Resources Technician (Finance) from Class 3 to Class 4. The MOU has been reviewed by Union stewards and the Union business representative. A copy of the MOU is attached.

### REQUESTED COUNCIL ACTION:

Make a motion to

- 1) Amend the job description for the City Clerk (Administration) and re-classifying the Clerical Unit position from a Class 4 to Class 6 effective June 12, 2023;
- 2) Amend the job description for the Payroll Clerk/Human Resources Technician (Finance) and re-classifying the Clerical Unit position from a Class 3 to Class 4 effective June 12, 2023;

3) Approve the MOU for APPENDIX A-1 by moving City Clerk (Administration) from Class 4 to Class 6 and Payroll Clerk/Human Resources Technician (Finance) from Class 3 to Class 4 effective June 12, 2023;

4) Authorize the wage adjustment for incumbent Kim Gibeau (City Clerk) from \$29.10 per hour to \$36.34 per hour according to the Clerical Union Contract effective June 12, 2023.

5) Authorize the wage adjustment for incumbent Cindy Phillips (Payroll Clerk/Human Resources Technician) from \$27.39 per hour to \$28.85 per hour according to the Clerical Union Contract effective June 12, 2023.