



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	March 13, 2023
Department:	Administrative Services
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

#### PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Bizzell

#### ITEM TO BE CONSIDERED

**Subject:** Classification and pay amendment

**Attachments:**

Pay schedule

**Summary:**

It has been identified in the strengths, weakness, opportunities and threats (SWOT) analysis for the Financial Services Department that the department would operate more efficiently with an additional accounting technician position. The town has held off recruiting for and filling the position of assistant finance director pending the results of the SWOT analysis. With the need of an accounting technician being a high priority, reclassifying the assistant finance director position to an accounting technician position is recommended. The assistant finance director classification is in grade 18 with a salary range of \$78,399 - \$125,438. The reclassification to accounting technician would place the position in grade 7 with a salary range of \$45,838 - \$73,341.

**Financial impacts:**

No significant financial impacts.

**Staff recommendation and comments:**

Approve the proposed pay schedule.

**Action requested:**

Approve the proposed pay schedule.