



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Buchanan

MEETING DATE: 8/1/24

AGENDA SECTION: Consent

DEPARTMENT: Finance

TITLE OF ITEM: Approval of Customer Service Supervisor Position, *John Buchanan, Finance Director*

SUGGESTED MOTION(S):

I move that City Council approve the Customer Service Supervisor position, and assign it to pay grade 19, retroactive to July 1st, 2024.

SUMMARY:

The Customer Service Supervisor position was not refilled when it last became vacant in 2021. The position was removed from the Pay and Classification Schedule and was not included in the job description update completed by our consultant Evergreen. We are requesting to restore the position to the Pay and Classification Schedule at Grade 19 and approval of the updated job description. The position will not increase our current staffing levels and will be filled by internal promotion.

BUDGET IMPACT: \$9,553

Is this expenditure approved in the current fiscal year budget? No increase to approved FTE and will be covered under existing budget

If no, describe how it will be funded. EnterTextHere

ATTACHMENTS:

Customer Service Supervisor Job Description