



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Sharon Hanson and Sheila Dubs
<b>Meeting Date:</b>	Tuesday, May 9, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of an amendment to the organizational structure
<b>Background Information:</b>	<p>At the December 13, 2022 and February 28, 2023 City Council meetings, the Council approved reorganizations of the Community Services Division. Following additional review, Staff are proposing an amendment to the current MCS Office Assistant/Receptionist job description, increasing the level of duties and responsibilities, and a transition of the MCS Administrative Assistant to the Administration Division. The Personnel Committee has reviewed this proposal. Staff are proposing July 1, 2023 effective date.</p> <p>This proposal does not add additional staff. The proposal transfers one employee from Community Services to Administration, and increases the duties/responsibilities for one employee within the Community Services division.</p> <p>Proposed organizational charts are attached. Draft job descriptions will be provided prior to the meeting.</p> <p>If the proposed restructure is approved by the Council, staff will proceed with sending the revised MCS Office Assistant/Receptionist job description to Gallagher for a proper DBM rating and re-titling of the position.</p> <p>If approved, the incumbent in the Administrative Assistant position would be supervised by the City Administrator and be assigned work that would support all divisions. Examples of work assignments will include: EDA administrative support, City-sponsored communications, marketing and social media support, labor relations assistance, Council scheduling and support, etc.</p>
<b>Fiscal Impact:</b>	<p>Staff will submit the revised job description to Gallagher to establish a proper DBM Rating. The incumbent would be placed into the new pay schedule on the step closest to the current rate of pay that results in an increase in pay.</p> <p>There would be no change in pay resulting from the transfer of the Administrative Assistant from the Community Services to the Administration Division.</p>
<b>Alternative/ Variations:</b>	Decline approval and maintain existing department structure.
<b>Recommendations:</b>	That the Council approve the amended organizational structure.