

Resolution No. 2024-09

A Resolution to Add an HR Generalist and a Records Technician to the City of Stone Mountain

- ;**Whereas, the City of Stone Mountain seeks to improve efficiency and support growing administrative needs;
- ;**Whereas, the addition of an HR Generalist is necessary to manage human resources functions, ensuring a well-supported workforce;
- ;**Whereas, the creation of a Records Technician position will provide essential support for the organization and management of city records;
- ;**Whereas, funding for these positions has been allocated within budget line item 01-5030.51.1100; and
- ;**Whereas, the HR Generalist position will have a salary range of \$65,000 to \$75,000 and the Records Technician position will have a salary range of \$32,000 to \$35,000; now, therefore, be it

Resolved, that the Mayor and Council of the City of Stone Mountain:

1. authorize the creation of two new positions: an HR Generalist and a Records Technician;
2. direct that the HR Generalist be responsible for managing human resources functions, including recruitment and compliance;
3. direct that the Records Technician be responsible for the organization and maintenance of city records;
4. authorize the City Manager to oversee the hiring process for these positions; and
5. ensure that funds are appropriately allocated for these positions through budget line item 01-5030.51.1100.

Adopted this [] day of [], [].

Signed:

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Mayor, City of Stone Mountain

Attest:

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City Clerk, City of Stone Mountain