



TO: Civil Service Commission
FROM: Michelle Sutherland, Secretary Examiner
DATE: June 11, 2026
SUBJECT: Request to Approve the Reclassification of Department Assistant II to Administrative Assistant

Background

The Tumwater Fire Department has grown significantly since the Department Assistant position was created in 2003. Currently the Department has 62 FTE's including a Fire Administrative Manager and Department Assistant II who provide administrative support to all divisions in the Department.

To address the growing workload and responsibilities, the Department reclassified the Executive Assistant position to Fire Administrative Manager in April 2026. This request is to reclassify the Department Assistant II position to Administrative Assistant. The interest is in having the Administrative Assistant perform tasks currently handled by the Fire Administrative Manager. This will allow the Fire Administrative Manager to focus on higher level work.

The Administrative Assistant position class specification states "The role (Administrative Assistant) is distinguished from the Department Assistant II by the expectation of greater autonomy, problem solving, and technical skills ..." Examples of the additional duties include primary contact for payroll processes, uniform and equipment purchasing, accounts payable, lead on public records requests, and coordinating employee travel to name a few.

This reclassification request has the support of the City Administrator. The reclassification would have a salary budgetary impact of \$6,648 annually based on the 2026 non-represented pay scale.

Recommended Action

It is recommended that the Civil Service Commission approve the reclassification of the Department Assistant II position to the Administrative Assistant classification.

This recommendation is based on a review of the duties currently assigned to and performed by the position, which align with the scope, complexity, and level of responsibility associated with the Administrative Assistant classification. The position is expected to exercise greater autonomy, problem solving, and technical skill while providing administrative support across the department.

Approval of this reclassification will:

- Accurately reflect the scope of responsibility currently assigned to the position, including payroll processing, purchasing coordination, accounts payable support, public records coordination, and employee travel administration.

- Align the position with the Administrative Assistant class specification, which calls for greater autonomy, problem solving, and technical skill than the Department Assistant II classification.
- Improve departmental efficiency by shifting appropriate administrative functions from the Fire Administrative Manager to the reclassified position, allowing higher-level work to remain with the manager role.
- Support organizational clarity, recruitment, and retention by ensuring the position title and classification are consistent with the duties being performed.

This action aligns the City's classification framework with the actual operational needs of the department and reflects the principle that positions should be classified based on the duties performed.

Accordingly, staff recommends approval of the proposed reclassification from Department Assistant II to Administrative Assistant, with the support of the City Administrator.

Alternatives

No alternatives suggested