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MEMO

TO: Mayor McFarland and Committee Members
FROM: Jaynellen J. Holloway, P.E.
DATE: October 4, 2022
RE: Finance Committee Agenda Narrative for October 12, 2022

Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Zoning & Floodplain Administrator to Grade N

BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Zoning & Floodplain Administrator to Grade N: With the departure of the current Zoning & Floodplain Administrator, and in light that the job description had changed under the creation of the Public Works Department organizational chart, I revised the job description to reflect the new duties and responsibilities of the position under the Public Works Department organizational chart and forwarded it onto Carlson Dettmann for review and grading. Carlson Dettmann reviewed and sent their recommendation to adjust the grade from an M to an N. We are currently advertising for the position, but to date we have not received any applicants.

Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Zoning & Floodplain Administrator to Grade N:
- Draft Resolution