

Memo

To: Mayor McFarland & Finance Committee

From: Lisa Schwartz, Human Resources Generalist

Date: December 7, 2022

Re: **Payroll Resolution-Updated Positions**

The following positions have been reviewed by a third-party vendor as part of the preparation for the 2023 budgeting process. With the approval of the budget the following changes are added to the 2023 payroll resolution. Please note that as of December 7th the memo supporting the change to the HR Generalist position has been requested but has not been received. Please direct questions regarding the change to the City Attorney or the Mayor.

Event Programing Coordinator-New Position Grade K

Information Technology Coordinator-Currently Grade K increasing to Grade M

Human Resources Coordinator-Currently Grade K increasing to Grade M

Custodian-Currently Grade C increase to Grade F

These positions have been noted on the payroll resolution for approval.