RESOLUTION 2019-31

AGENDA ITEM

TO: Mayor and City Council

FROM: Shellie J. Blades, City Clerk

DATE: October 7, 2019

RE: Position reclassification and re-grading

ISSUE:
A few positions within the City require reclassification and re-grading based on the job duties being performed and the responsibilities attached. As Staff has begun reviewing the employees' salary matrix as one of the goals identified in the strategic planning session, it became apparent that two positions need immediate reclassification and re-grading and a third position also requires reclassification and re-grading as a result of that action.

The Accounting Specialist/Accounting System Coordinator has been identified as a Director level position based on the work and responsibilities being performed now as well as historically. Staff is recommending this position be reclassified as 'Finance Director' with a salary grade 11.

The Administrative Assistant position has been conducting all aspects of Human Resources and payroll as well as a plethora of duties. The responsibilities attached to this position leave little to no time for administrative assistant duties and projects. Staff is recommending this position be reclassified as 'Human Resources' with a salary grade 9.

As staff has need of an Administrative Assistant for daily work and special projects and the current position of the Accounts Payable/Tax Clerk is in transition as we prepare for the Counties to begin collecting our City property taxes, Staff is recommending the Accounts Payable/Tax Clerk position be reclassified as 'Accounts Payable/Administrative Assistant' with a salary grade 4.

RECOMMENDATION:
The Finance Committee met on September 19th and reviewed the proposed changes. The Committee's consensus was to move forward with a Resolution to adopt the proposed changes.

Resolution 2019-31

A RESOLUTION FOR THE CITY OF CAMERON, MISSOURI TO RECLASSIFY AND RE-GRADE THREE POSITIONS IN THE CITY'S SALARY MATRIX

WHEREAS, the City of Cameron has a classification plan to pay each job category according to many factors such as the responsibilities in the job description and market rate; and

WHEREAS, three positions require reclassifying and a pay grade update based on the job duties and responsibilities; and

WHEREAS, a reclassification of the Accounting Specialist/Accounting System Coordinator, Administrative Assistant and Accounts Payable/Tax Clerk positions will better reflect the market conditions and responsibilities for those positions.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council for the City of Cameron, Missouri as follows:

Section 1. The City Council does hereby reclassify the Accounting Specialist/Accounting System Coordinator position as the Finance Director with a Salary Grade of 11.

Section 2. The City Council does hereby reclassify the Administrative Assistant position as Human Resources with a Salary Grade of 9.

Section 3. The City Council does hereby reclassify the Accounts Payable/Tax Clerk position as the Accounts Payable/Administrative Assistant with a Salary Grade of 4.

Section 4. The Mayor is authorized to sign this Resolution on behalf of the City of Cameron.

Section 5. The City Clerk is hereby directed to attest to the Mayor's signature.

Section 6. This Resolution shall be in full force and effect from and after the date of its passage and approval.

PASSED AND APPROVED this 7th day of October 2019.

_____

Mayor Darlene Breckenridge

ATTEST:

_____

City Clerk