



Legislation Details (With Text)

File #:	REP 15-425	Version:	1	Name:	Job Description Revisions
Type:	Informational Report	Status:		Status:	Meeting Item
File created:	9/1/2015	In control:		In control:	CITY COUNCIL WORKSHOP
On agenda:	9/8/2015	Final action:		Final action:	
Title:	Administrative Services Department Position Description Revisions Details: Position descriptions for two positions within the department are being revised, both in title and function, to meet the changing needs of the department and the City and overall City operations. There are no proposed changes to salary scales and the staffing for the department remains the same. Presenter: Jennifer Gorsuch, Administrative Services Director				
Sponsors:	Jennifer Gorsuch				
Indexes:					
Code sections:					
Attachments:	1. Memorandum to Council, 2. Administrative Assistant/Deputy City Clerk, 3. Human Resources Assistant				

Date	Ver.	Action By	Action	Result
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Administrative Services Department Position Description Revisions

Details: Position descriptions for two positions within the department are being revised, both in title and function, to meet the changing needs of the department and the City and overall City operations. There are no proposed changes to salary scales and the staffing for the department remains the same.

Presenter: Jennifer Gorsuch, Administrative Services Director

Recommended Action: This is an informational report only. Resolutions requiring Council action will be on the September 21, 2015 Regular Meeting Agenda.