



Legislation Details (With Text)

File #:	RES 15-012	Version:	1	Name:	Job Description Revision
Type:	Resolution	Status:	Passed		
File created:	9/15/2015	In control:	CITY COUNCIL REGULAR		
On agenda:	9/21/2015	Final action:	9/21/2015		
Title:	Resolution No. 15-012 Revising the Job Description for the Non-represented Position of Executive Assistant to City Administrator Details: The Executive Assistant job description and title are being revised effective October 1, 2015. The new title of the position will be Human Resources Assistant. This resolution will create the changes for that position. The salary scale for the position is not changing. Presenter: Jennifer Gorsuch, Administrative Services Director				
Sponsors:	Jennifer Gorsuch				
Indexes:					
Code sections:					
Attachments:	1. RES 15-012 Revising the Job Description for a Non-Represented Position Effective October 1, 2015 (Exec. Assistant to Human Resources Asst.), 2. Exhibit A Human Resources Assistant job description, 3. Exhibit B salary scale				

Date	Ver.	Action By	Action	Result
9/21/2015	1	CITY COUNCIL REGULAR		
9/21/2015	1	CITY COUNCIL REGULAR		

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 Presenter: Jennifer Gorsuch, Administrative Services Director
 Recommended Action: Staff recommends Council move to adopt Resolution No. 15-012.