



Legislation Details

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		