

R E S O L U T I O N

**TO RECLASSIFY THE FIRE RESCUE ADMINISTRATIVE POSITION ON THE
COMPENSATION PLAN STRUCTURE**

WHEREAS, employees and managers are encouraged to review job descriptions on an annual basis. If there are changes, Human Resources assists in reviewing and determining if the changes warrant a compensation reclassification review; and

WHEREAS, in reviewing the job description for the Fire Rescue Administrative Assistant, it was determined that several updates were necessary due to changes at the City additional responsibilities that have been placed on this role since the position was initially classified, and in order to achieve internal inequity across City departments; and

WHEREAS, upon implementation of the City of Manitowoc Compensation Plan there were initially three Administrative Assistant positions placed in Grade G with the remaining Administrative Assistants placed in Grade H; and

WHEREAS, at a later date, one position was reclassified from Grade G to Grade H and another position was eliminated due to the wastewater treatment facility transfer, leaving just the Fire Administrative Assistant in Grade G. It was noted that the education and experience level for the Fire Rescue Administrative Assistant was inconsistent with the other Administrative Assistants; and

WHEREAS, the Human Resources Director has recommended changes to the Fire Rescue Administrative Assistant position which will result in moving the position from Grade G to Grade H on the City of Manitowoc Compensation Plan in order to be consistent and achieve internal equity. The employee currently in that position would move to the Hire Rate of Grade H.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the reclassification of the Fire Rescue Administrative Assistant from Grade G to Grade H, and that the current employee in the position be moved to the Hire Rate of Grade H.

INTRODUCED _____ ADOPTED _____

APPROVED
Justin M. Nickels, Mayor

This Resolution was drafted by Eric. G. Nycz, Interim City Attorney

Fiscal Impact: Anticipated \$7,154.16 increase in total compensation for fiscal year 2023 when compare to 2023 budgeted total compensation for employee; \$6,420 in salaries and \$914.16 in fringe benefits. Increase in compensation expense for reclassification of employee anticipated to be offset with savings from vacant positions in the department for 2023. No additional tax levy is or 2023 budget amendments are being requested.

Funding Source: 1100-22100 Salaries and Fringe Benefits

Finance Director Approval: /SMA

Approved as to form: /EGN