



## Legislation Text

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**File #:** 23-0625R, **Version:** 1

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### RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF PAYROLL ADMINISTRATOR.

#### CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of payroll administrator (attached as Exhibit A), which were approved by the civil service board on November 1, 2022, are approved. This classification shall remain subject to the city's collective bargaining agreement with its confidential unit employees; and that pay range for said classification shall remain Range 10A, pay rate of \$72,088 to \$87,418 per year.

STATEMENT OF PURPOSE: Human resources is currently undertaking a job description revision project for all existing job descriptions that were last revised more than 10 years ago. The intention of the project is to ensure that all city job descriptions are in a uniform format, using standard language for job requirements; the review also allows HR to remove any outdated verbiage and make sure that content related to technology or equipment is current. The existing classification of payroll administrator has been revised as part of the job description review project. There is no change in the pay range, which is Range 10A, pay rate of \$72,088 to \$87,418 per year.