



Legislation Text

File #: 23-0736R, **Version:** 1

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF PURCHASING AGENT.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of purchasing agent (attached as Exhibit A), which were approved by the civil service board on July 17, 2023, are approved. This classification shall remain subject to the city's collective bargaining agreement with its supervisory unit employees; and that pay range for said classification shall change to Range 1105-1125, pay rate of \$83,600 to \$108,674 per year, from Range 1100, pay rate of \$81,694 to \$99,667 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are in a uniform format, using standard language for job requirements; the review also allows HR to remove any outdated verbiage and make sure that content related to technology or equipment is current.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 purchasing agent has been revised as part of the job description review project. The pay range negotiated for this classification is Range 1105-1125, pay rate of \$83,600 to \$108,674 per year. This is a change from Range 1100, pay rate of \$81,694 to \$99,667 per year.