



Legislation Text

File #: 22-0947R, **Version:** 1

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF CREDIT & COLLECTIONS ADMINISTRATOR.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of credit & collections administrator (attached as Exhibit A), which were approved by the civil service board on September 13, 2022, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall remain Range 135, pay rate of \$63,649 to \$73,811 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are in a uniform format, using standard language for job requirements; the review also allows HR to remove any outdated verbiage and make sure that content related to technology or equipment is current.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 credit & collections administrator has been revised as part of the job description review project. There is no change in the pay range, which is Range 135, pay rate of \$63,649 to \$73,811 per year.