

PERSONNEL COMMITTEE

09-0585R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF BID AND CONTRACT ASSISTANT AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of bid and contract assistant, which were approved by the civil service board on August 4, 2009, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 129. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:

Approved for presentation to council:

Department Director

Chief Administrative Officer

Approved as to form:

Approved:

Attorney

Auditor

HR JA:rln 9/11/2009

STATEMENT OF PURPOSE: This classification has been created to work at a paraprofessional level in the purchasing division. The position will be responsible for standard form contracts and for performing administrative level support work. The pay range negotiated for the classification is Range 129, \$3,295 to \$3,884 per month.