

PERSONNEL COMMITTEE

09-0778R

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

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of payroll coordinator, which were approved by the civil service board on October 20, 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 confidential unit employees; and that pay range for said classification shall be Range 10A. 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:alo 12/14/2009

STATEMENT OF PURPOSE: The new classification has been created as part of a work reorganization to better meet work demands in the auditor's division of the finance department. The payroll coordinator will serve as a lead worker in the payroll area, and direct the work performed by auditor division staff who will be cross-trained to rotate through the payroll office during busy cycles. In addition, the payroll coordinator will play a vital role in researching data for management bargaining agreement proposals. The pay range negotiated for the classification is Range 10A, \$4,681 to \$5,677 per month.