

PERSONNEL COMMITTEE

10-0005R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF ASSESSOR OFFICER COORDINATOR.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of assessor office coordinator, which were approved by the civil service board on December 1, 2009, and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved; that said classification shall remain subject to the city's collective bargaining agreement with its basic unit employees, that the pay range will change from Pay Range 131 to Pay Range 132. 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 12/22/2009

STATEMENT OF PURPOSE: The job description was revised to reflect increased duties and responsibility of the classification. As the city of Duluth partners with St. Louis County to improve efficiencies, the person in this classification is now responsible for redesigns and updates of programs and maintaining tables used by county, city and local assessors. The pay rate negotiated for this classification is Pay Range 132, pay rate of \$3,733 to \$4,412 per month. This is a change from Pay Range 131, pay rate of \$3,581 to \$4,213 per month.