Council Communication

Department: Case/Project No. Applicant. Fire Chief Justin James	Ordinance No. Resolution No. _____	First Reading Second Reading Third Reading _____

Subject/Title

This is a request for your concurrence and City Council action on a resolution to eliminate the position of Administrative Secretary and the creation of the position of Fire Department Administrative Specialist along with the appointment of Allison Nichols to said position.

Background/Discussion

Over the last year we took a hard look at the position of Administrative Secretary within the Fire Department. After review of the current job description in comparison to what the job's actual duties are the Fire Department's Administration feels that the position of Administrative Secretary should be abolished and the creation of the position of Administrative Specialist should be placed within the department. Historically this position has been difficult to get a classification around. The position is very unique to the fire service and has been misclassified for some time. The role has very significant importance to the Fire Department Administration and the duties of the position are allocated differently from FD to FD. Not only does this position report directly to the Fire Chief, they also are the only true clerical staff for the entire department. The duties of this position differ greatly from what has been thought of when it comes to the position of Admin. Secretary. As you will see in the attached job descriptions, the position has a broad role within the department and is responsible for a variety of things that are exclusive to a fire based ems department.

After review of all of the different job descriptions within the city and looking at external comparable positions, the Fire Department Administration feels that it is best to create a new position which meres a position within Public Works, but that spells out in great specifics what the duties are of the position. A compensation study was also done to determine at which pay grade the new position should be aligned with. Following that study it was determined by staff that the position should be placed in Grade 18 within the Non-union payscale. Attached is both the old job description for Admin Secretary and the new position Admin Specialist. Also attached is the compensation of similar positions both internally and externally.

Recommendation

Approval of the Resolution.

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Department Head Signature Mayor Signature