

AGENDA ITEM REPORT

DATE OF MEETING: September 26, 2016

ITEM: Ordinance Establishing Salaries/Wages for Full-Time, Non-Union Personnel and Part-Time Non-Union Personnel

STRATEGIC PLAN GOAL: Goal #6: “*Customer Focused Superior Services*”, and Goal #7: “*Financially Sustainable City*”

BACKGROUND:

This ordinance reflects one full-time new contingent hire in the filling of the existing yet vacant position of Administrative Assistant in the Community Development Department. This ordinance authorizes the hiring of Ms. Amy Boevig to fill this position effective Tuesday, October 11, 2016. The approved 2016 budgeted salary amount for the original position was \$39,535, and the Human Resources Coordinator is recommending a salary of \$42,000, representing a salary overage of \$2,465. This will not require a budget amendment as the overall line item will not exceed the budgeted amount for 2016. The salary is justified due to the extensive experience (15 years with St. Clair County Court and 1 year with a private law firm) and skills of Ms. Boevig and the salary is in line with the historical trend for this position as follows:

2011	\$35,400
2012	\$37,170
2013	\$37,910
2013	\$43,638
2014	\$44,510
2014	\$38,000
2015	\$38,760
2016	\$31,200

RECOMMENDATION:

The Human Resources Coordinator recommends approval of the Ordinance Establishing Salaries/ Wages for Full-Time, Non-Union Personnel and Part-Time Non-Union Personnel.

ITEM SUBMITTED BY: Stacey O’Brien, Human Resources Coordinator

ATTACHMENTS: Ordinance