



DATE: October 3, 2023

CONSENT

TO: Mayor and City Council

FROM: Karissa Goers, Administrative Services Director

AGENDA ITEM: Approve grade change for Finance Coordinator and repost position.

BACKGROUND:

The Finance Coordinator position remains vacant.

ISSUE BEFORE COUNCIL:

Should the Council approve the Finance Coordinator job description as a grade 9 and repost the job opening?

PROPOSAL DETAILS/ANALYSIS:

City staff evaluated the position using the SAFE criteria as provided by Baker Tilly and found that it should be placed in grade 9. The Finance Coordinator assumes a supervisory role and covers for the Finance Director in their absence. Staff believe the change in grade more accurately reflects the skill level and experience required to complete the job tasks.

FISCAL IMPACT:

The position has been accounted for in the 2023 budget for wages, taxes and benefits.

OPTIONS:

- 1) Approve the Finance Coordinator as a grade 9 and post the job opening.
- 2) Do not approve the grade change.

RECOMMENDATION:

If removed from consent agenda:

“Motion to approve revision to grade 9 for Finance Coordinator.”

ATTACHMENTS:

- None