



Legislation Details (With Text)

File #: 980995 **Version:** 0 **Name:** Administrative Manager (B)
Type: Staff Recommendation **Status:** Passed
File created: 1/21/1999 **In control:** Personnel and Organizational Structure Committee
On agenda: **Final action:** 2/8/1999

Title: Change the title of Administrative Manager, managerial pay grade 65 (\$27,933-\$42,007) to Law Office Manager, and assign the position to managerial pay grade 67 (\$30,177-\$45,380).

Sponsors:

Indexes:

Code sections:

Attachments: 1. 980995_Change the title of Administrative Manager, managerial pay grade 65_20000101

Date	Ver.	Action By	Action	Result
2/8/1999	0	City Commission	Approved as Recommended	Pass
1/21/1999	0	Personnel and Organizational Structure Committee	Recommended for Approval	Pass

Change the title of Administrative Manager, managerial pay grade 65 (\$27,933-\$42,007) to Law Office Manager, and assign the position to managerial pay grade 67 (\$30,177-\$45,380).

Changing the position to Law Office Manager is more descriptive of the actual work being performed. These office managerial duties compare to those performed by other Office Managers in the southern external market and are valued in the external market at managerial pay grade 67. The job audit which was done and the position's relationship to other law office positions which it coordinates further supports assignment to pay grad 67.

Fiscal impact is estimated to be \$2,400.00 annualized, including benefits and that this amount has been budgeted for FY98-99.

Personnel & Organizational Structure Committee recommend the City Commission approve changing Administrative Manager, managerial pay grade 65 (\$27,933-\$42,006) title to Law Office Manager and reclassify the position to managerial pay grade 67 (\$30,177-\$45,380).