



# City of Gainesville

City Hall  
200 East University Avenue  
Gainesville, Florida 32601

## Legislation Text

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**File #: 980995, Version: 0**

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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).