



Legislation Details (With Text)

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**File created:** 2/6/2024    **In control:** Regular City Commission Meeting  
**On agenda:** 2/21/2024    **Final action:** 2/21/2024  
**Title:** RECLASSIFICATION OF THE OFFICE MANAGER POSITION FOR BUILDING AND CODE SERVICES

**Sponsors:**

**Indexes:**

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**Attachments:** 1. RESOLUTION, 2. Office Manager Memo, 3. JD Office Manager Bldg Code

Date	Ver.	Action By	Action	Result
2/21/2024	1	Regular City Commission Meeting		

**TO:** Mayor and City Commission

**FROM:** Jennifer M. Johnson, City Clerk

**DATE:** February 21, 2024

RECLASSIFICATION OF THE OFFICE MANAGER POSITION FOR BUILDING AND CODE SERVICES

**BACKGROUND:** This reclassification of the Office Managers position from paygrade 19 to 23 is based on the additional responsibilities, supervision and qualifications required of this position.

**RECOMMENDATION:** City Staff recommends Approval

**FISCAL IMPACT:** There will be an approximate \$12,000.00 impact to the annual budget for the Building Department.

**CONTACT PERSON:** Richard Nixon, Director Building and Code Services. (954) 579-0433.