

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Human Resources Director, 797-1020

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF ASSISTANT TO DEPARTMENT DIRECTOR AND ASSIGNING A PAY GRADE IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: Adoption of the class specification of Assistant to Department Director will provide a necessary administrative support job classification at an appropriate level.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted? No

If no, amount needed: N/A

What account will funds be appropriated from: N/A

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Class Specification (Exhibit "A").

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF ASSISTANT TO DEPARTMENT DIRECTOR AND ASSIGNING A PAY GRADE IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the adoption of the class specification of Assistant to Department Director; and

WHEREAS, The Town of Davie has evaluated the pay grade of the Assistant to Department Director and recommends it to be assigned to pay grade 516 (\$37,686 - \$50,503); and

WHEREAS, The Town of Davie recommends that the Town council approve the adoption of the class specification for Assistant to Department Director in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification for Assistant to Department Director, pay grade 516 is hereby adopted in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001.