



Human Resources Department

DATE: June 22, 2022
FROM: Leanne Schmidt, Human Resources Director
ITEM: Reclassification Records Supervisor

REQUEST:

Approval of the Records Supervisor Grade 14 to Records Administrator Grade 16.

Please place this item on the June 28, 2022, City Commission meeting agenda.

BACKGROUND INFORMATION:

The Police Department has submitted a reclassification of the Records Supervisor to a Records Administrator. Condrey & Associates recommend that this position be re-classified as a grade 16. The Human Resource Department recommends approval.

RECOMMENDED CITY COMMISSION ACTION:

Human Resources recommends approval of this reclassification.

STAFF CONTACT INFORMATION:

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