



Legislation Details (With Text)

File #: 73718 **Version:** 1 **Name:** Recreate position #2568 of Administrative Assistant as an Administrative Supervisor in CG 18, Range 03 and reallocate the employee, A. Cains, to the new position.

Type: Resolution **Status:** Passed

File created: 9/14/2022 **In control:** Human Resources Department

On agenda: 10/11/2022 **Final action:** 10/11/2022

Enactment date: 10/17/2022 **Enactment #:** RES-22-00701

Title: Recreate position #2568 of Administrative Assistant as an Administrative Supervisor in CG 18, Range 03 and reallocate the employee, A. Cains, to the new position.

Sponsors: Satya V. Rhodes-Conway

Indexes:

Code sections:

Attachments: 1. PB Memo Administrative Assistant - Police.pdf

Date	Ver.	Action By	Action	Result
10/11/2022	1	COMMON COUNCIL	Adopt	Pass
9/28/2022	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
9/21/2022	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
9/20/2022	1	FINANCE COMMITTEE	Referred	
9/20/2022	1	COMMON COUNCIL	Refer	
9/14/2022	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The proposed resolution recreates an Administrative Assistant position as an Administrative Supervisor position in the Police Department Budget and reallocates the incumbent to the new position. The 2022 cost is approximately \$1,650 and will be absorbed within the Police Department’s budget. The estimated annual cost is \$2,600.

Title

Recreate position #2568 of Administrative Assistant as an Administrative Supervisor in CG 18, Range 03 and reallocate the employee, A. Cains, to the new position.

Body

Resolution to delete position #2568 of Administrative Assistant in CG 17, Range 14 and recreate the position as an Administrative Supervisor in CG 18, Range 03; and reallocate the employee (A. Cains) to the new position in the Police Department operating budget, thereof.