

RESOLUTION # 656

A resolution relating to the reclassification of Administrative Assistant designated in the City Personnel Control Matrix.

WHEREAS: Administrative Assistant shall be classed in four (4) categories based upon an evaluation of job responsibilities required within each specific Department. The job description and responsibilities at each of the four (4) levels (Administrative Assistant I, II, III, IV) shall be determined by the Personnel Department.

Wage Ranges shall be classified as follows:

- Administrative Assistant I - Range 4
- Administrative Assistant II - Range 5
- Administrative Assistant III - Range 6
- Administrative Assistant IV - Range 7

NOW THEREFORE BE IT RESOLVED, that the Administrative Assistant be reclassified and included in the City of Bethel's Personnel Control Matrix as outlined above.

PASSED AND APPROVED THIS _____ DAY OF _____, 1990

Tom Warner, Mayor

ATTEST:

Anna McGowan, City Clerk

* May 22, 1990 Council Mtg -
tabled indefinitely