



CITY OF WAUKESHA

Administration

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Committee: Human Resources	Date: 7/20/2016
Common Council Item Number: Click here to enter text.	Date: 8/2/2016
Submitted By: Kevin Lahner, City Administrator	City Administrator Approval: Kevin Lahner, City Administrator KML
Finance Department Review: Rich Abbott, Finance Director Click here to enter text.	City Attorney's Office Review: Brian Running, City Attorney Click here to enter text.
Subject: Recommendation to re-class the Administrative Assistant (Class 6) to the Assistant to the Mayor/City Administrator (Class 9)	

Details:
Mayor Reilly and City Administrator Lahner are proposing to change the classification of the Administrative Assistant position to an Assistant to the Mayor/City Administrator position. The position would add additional job duties to the position as well as provide the current administrative support function for both the Mayor and City Administrator's office. Please see the attached memo for additional details.

Options & Alternatives: The other option is to keep the classification as it is today. There are several qualified candidates for the position and we would be able to fill the role with a position that meets the current job requirements.

Financial Remarks:
The classification change would be cost neutral in 2016 and 2017. The salary range would change from \$45,788 to \$61,813 per year to \$55,963 to \$75,549 per year.

Executive Recommendation:
Recommend approval to re-class the Administrative Assistant (Class 6) to the Assistant to the Mayor/City Administrator (Class 9).

