



# **Clerk's Office Grade Change Recommendations**

**August 2, 2022**

# Background

- Clerk's office requested review of the following jobs
  - Marriage & Passport Specialist
  - Elections Coordinator
  - Council Clerk
  - Council Clerk Lead
  - Council Clerk Manager
- HR team reviewed the job descriptions and duties
- Discussed duties with Clerk's office management team
- Desk Audits with incumbents to further understand job duties

# Analysis Results

## **Job audits revealed substantial differences**

- Upon detailed review, jobs were found to be more complex
- Reviewed full structure – from lower level to higher level jobs

## **Results indicate grade changes are necessary**

- Matched updated job descriptions with market data
- Based upon full scope of job duties, jobs match best in higher grades
- Ensure consistency in structure by moving Lead and Manager jobs

## Proposed Actions

Clerk's Office Recommendations			
Jobs	Current Grade	New Grade	Move to New Grade
Council Clerk	12	13	\$1,541
Council Clerk Lead	13	14	\$3,608
Council Clerk Manager	14	15	\$2,313
Elections Coordinator	12	13	\$9,170
Marriage and Passport Specialist	11	13	\$53,953
<b>Total</b>			<b>\$70,585</b>

# Anticipated Budgetary Impact

- Absorb approximately \$35k impact in 2022 with underspend
  - *22 employees with grade changes*
  - *15 employees with increases*
- Ongoing funds will be requested as part of the 2023 budget

**\$70,585**

**Questions?**