

City of Piedmont
COUNCIL AGENDA REPORT

DATE: August 1, 2022

TO: Mayor and Council

FROM: Sara Lillevand, City Administrator

SUBJECT: Consideration of a Resolution to Create a Wage Range for Administrative Services Technician I

RECOMMENDATION

Approve a resolution to create a wage range for Administrative Services Technician I.

BACKGROUND

In September 2014, the City Council, upon recommendation of the Civil Service Commission, approved the updated classification for the Administrative Services Technician I/II position. At that time, the salary range was only set for the Administrative Services Technician II classification in the Confidential Employment Resolution, because the employees who filled this classification were at the more experienced level.

The remaining employee in this classification will retire this year. In anticipation of recruitment, staff is recommending that a salary range be created for the Administrative Services Technician I, to match the wage range of Fiscal Services Technician, a job classification with a similar level of skill and experience. The recommended monthly salary listed below for Administrative Services Technician I is approximately 19% below Administrative Services Technician II.

Effective Date:	Step 1 0-6 Mo	Step 2 7-18 Mo	Step 3 19-30 Mo	Step 4 31-42 Mo	Step 5 43 mo +
7/1/2022	6,411	6,732	7,068	7,421	7,789
7/1/2023	6,619	6,951	7,298	7,662	8,042
7/1/2024	6,834	7,177	7,535	7,911	8,303

The attached resolution sets the wage for Administrative Services Technician I.

By: Stacy A. Jennings, Human Resources Administrator

RESOLUTION _____

WHEREAS, the classification for the Administrative Services Technician I/II was updated by the City Council in 2014; and

WHEREAS, at that time, a salary range was only created for the Administrative Services Technician II classification, as at that time, only employees in that range were employed by the City; and

WHEREAS, the only remaining employee in that classification will retire in 2022 and the City is currently recruiting to fill the position; and

WHEREAS, in order to provide flexibility when hiring for this position, the City desires to set a salary range for the Administrative Services Technician I classification;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine, and order as follows:

The following salary ranges are added to the appropriate charts in Appendix A of Resolution 97A-2021, in a format consistent with the existing data:

Effective Date:	Step 1 0-6 Mo	Step 2 7-18 Mo	Step 3 19-30 Mo	Step 4 31-42 Mo	Step 5 43 mo +
7/1/2022	6,411	6,732	7,068	7,421	7,789
7/1/2023	6,619	6,951	7,298	7,662	8,042
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[END OF RESOLUTION]