



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Reclassification of Administrative Clerk I/II to Department Secretary in the Community Center.

MEETING DATE: August 7, 1996

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: To approve the reclassification of Administrative Clerk I/II to Department Secretary in the Community Center.

BACKGROUND INFORMATION: A classification study has been conducted on the Administrative Clerk II position in the Community Center.

Based upon this analysis, it was determined that the incumbent performs duties of the higher level classification and is recommended for reclassification to Department Secretary.

ANNUAL COST (Salary & PERS): \$ 7,152.76

FUNDING: Currently funded through the General Fund.

Respectfully Submitted,

Joanne Narloch, Human Resources Director

Prepared by Marlon Robbins, Human Resources Analyst II

cc: Charlene Lange

APPROVED: _____

H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-110

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE RECLASSIFICATION OF ADMINISTRATIVE
CLERK I/II TO DEPARTMENT SECRETARY

RESOLVED, that the Lodi City Council does hereby approve the reclassification of Administrative Clerk I/II to Department Secretary in the Community Center.

Dated: August 7, 1996

I hereby certify that Resolution No. 96-110 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 7, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk