

Salary Resolution Amendment

April 18, 2023



Salary Resolution Amendment

- Historically, the unrepresented positions of Commission Secretary and Executive Assistant to Executive Director (Executive Assistant) have had the same City benchmark.
- On September 2022, the Commission approved a new City Tie for the Commission Secretary to Job Code 0922-Manager 1.

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- To accommodate the needs of OCII, the Executive Assistant will have new and additional duties that will include Records Department modernization, project coordination, and staff supervision.
- The Human Resources Division undertook a review of the Executive Assistant position for internal parity, additional job duties and functions to determine a new benchmark of Job Code 0922-Manager 1.

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- OCII seeks approval to amend Salary Resolution No.34-2022 (September 2022) to provide a different City benchmark of Job Code 0922 –Manager 1 for the unrepresented position of Executive Assistant.

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Questions / Comments

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