



CITY OF IOWA CITY COUNCIL ACTION REPORT

November 6, 2023

Resolution amending the Administrative and Confidential pay plan by deleting the position of Program Assistant – Public Works from grade 25 and adding it to grade 26.

Prepared By:	Ron Knoche, Public Works Director
Reviewed By:	Karen Jennings, Human Resources Administrator Geoff Fruin, City Manager
Fiscal Impact:	The estimated average increased cost for Fiscal Year 2024 is \$6,100. This is the average difference in pay between the grades.
Staff Recommendation:	Approval
Commission Recommendations:	N/A
Attachments:	Resolution

Executive Summary:

After almost 29 years of service, the current Program Assistant – Public Works will be retiring at the end of the calendar year. After updating and evaluating the duties, responsibilities, and requirements of the Program Assistant – Public Works it has been determined that grade 26 of the Administrative and Confidential pay plan is the appropriate classification. Staff is seeking approval to delete the Program Assistant – Public Works position from grade 25 and add the position to grade 26.

Background / Analysis:

Within the Public Works Department Administration Division, the current Program Assistant – Public Works will be retiring at the end of this calendar year. As part of the process to refill this position, the duties, responsibilities, and requirements of the position were evaluated and reassessed. It has been determined the appropriate classification for the position is grade 26 of the Administrative and Confidential pay plan.

Although the increase to grade 26 of the Administrative and Confidential is an increase in pay on average of \$6,100, the replacement of the Program Assistant – Public Works will be paid at a lower step in the grade.