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Date: October 31, 2018

To: Ryan A. Frederic, City Manager / Attorney

From: Valerie C Moore, Human Resources Director

RE: Budgeted Position Increases

As you are aware, during our budget process, we budgeted to move the HR Generalist salary grade up to Grade 113, Step 11 - \$44,922.83. This was done in order to compensate the two HR Generalists for the duties they have undertaken with the elimination of our HR Assistant. Some of these duties include but are definitely not limited to: general liability claims, requisitions, payroll authorization sheets, processing all employment applications and rejection letters, scheduling interviews, running background and reference checks on new candidates, scheduling Civil Service test dates, preparing documentation for orientation, I-9 process, filing for the department, answering all incoming calls and greeting guests into City Hall, sending/accepting priority mail and fed ex packages, assisting with service awards, creating Personnel Action Forms for all changes to employees such as merit increases, etc. I recommend we move forward with the salary increase for this position.

Also, during the budget process, we allocated funds for our current Grant Accounting Specialist to be promoted to Grants Administrator with an allowed increase amount of \$3,200. We budgeted this amount due to the vacant positions within this department and the job duties that have been shifted to this position in order for us to save on salaries. I recommend we move forward with this promotion, and move this employee to Grade 113, Step 11 - \$44,922.83.

The recommended changes will be effective if approved by Council at its November 6, 2018 Council Meeting.

Sincerely,

Valerie C. Moore
Human Resources Director