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RESOLUTION NO. 09-41

A RESOLUTION OF THE ALBANY CITY COUNCIL ESTABLISHING THE CLASSIFICATION OF AND SALARY RANGE FOR THE POSITION OF OFFICE ASSISTANT II.

WHEREAS, a review of the current job responsibilities in the Community Development Department necessitate the addition of an Office Assistant II classification with expanded duties and responsibilities; and

WHEREAS, a position description and salary range have been reviewed and approved by Service Employees International Union, Local 1021, as well as the Community Development Director, City Administrator and Human Resources Manager; and

WHEREAS, the budget for fiscal year 2009-10 includes funds to provide for this new classification.

NOW, THEREFORE, BE IT RESOLVED BY THE ALBANY CITY COUNCIL that the classification of Office Assistant II is established and the monthly salary range shall be:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$2710	\$2845	\$2987	\$3136	\$3293

BE IT FURTHER RESOLVED that the new classification will be represented by Service Employees International Union, Local 1021.

Mayor Marge Atkinson