



City of Racine, Wisconsin
Agenda BRIEFING MEMORADUM

AGENDA DATE:

July 11, 2022 – Finance and Personnel

July 19, 2022 – Common Council

SUBJECT:

Communication sponsored **Mayor Mason** on behalf of the Interim Assistant Director of City Development requesting to reclassify the two clerical positions in City Development to a pay grade F.

PREPARED BY:

Kathleen Fischer, Interim Assistant Director of City Development

EXECUTIVE SUMMARY:

The City Development department has gone through a significant reorganization in the last two years. As part of that reorganization the department moved to a more pooled clerical structure, similar to what we have in the City Clerks office. When that reorganization was implemented it unveiled that the pay grades for the three clerical positions were all different. This request moves all the clerical positions to the same pay grade creating better equity in the department for retention and recruitment.

BUDGETARY IMPACT:

Sufficient funding exists in the budget to accommodate these proposed changes.

RECOMMENDED ACTION:

The Director of Human Resources be authorized to adjust the title and pay grade for the position.

Fiscal Impact: This request moves all clerical positions to a grade F. Pay Grade F is: \$45,094.40-\$57,990.40