



TO: City Council
FROM: Michelle Hayes – Finance Director
SUBJECT: Pay Matrix Position Additions
DATE: September 6, 2023

Background:

Prior to the annexation, there are positions within the pay matrix need to be addressed so we are ready to onboard all of the Lent Township and Stacy Lent Fire Department employees.

Currently, our pay matrix has a position that matches each of the township's current positions except for the treasurer. If we are to add the treasurer position to our matrix, we will need to process a job description and proposed point/grade to add to the matrix for council approval before the annexation is effective 12/29/2023. With the changes in the clerk's office eminent after annexation once we assess work load, adding this position may be unnecessary work. We will however be adding the fire department positions which will need council approval and can do this at the same time if the council would like it done.

Requested Action:

Requesting the council provide direction on what they would like to see in the clerk's office. Please choose one or provide an alternative.

- Create the treasurer job description, figure the points/grade and provide proposal for review to council to add this position by the December council meeting.
- Bring the current township treasurer into the city under Finance Director alongside the city's current Finance Director since that is the only finance role currently in place. Once the workload in the clerk's office is assessed, work can then begin on what positions are needed and what those positions will look like.