



Legislation Details (With Text)

File #: ORD-08:011 **Version:** 1 **Name:** Addition of Administrative Secretary to the salary plan
Type: Ordinance **Status:** Passed
File created: 2/21/2008 **In control:** Public Works Council Committee
On agenda: **Final action:** 4/1/2008
Title: AN ORDINANCE TO AMEND THE 2008 ANNUAL BUDGET AND THE PAY PLAN FOR THE CITY OF JONESBORO TO ADD THE POSITION OF ADMINISTRATIVE SECRETARY TO THE ENGINEERING DEPARTMENT
Sponsors: Engineering
Indexes: Budget amendment, Position - creation/amendment
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
4/1/2008	1	City Council	Passed	Pass
3/27/2008	1	Finance & Administration Council Committee	Recommended to Council	Pass
3/4/2008	1	Public Works Council Committee	Recommended to Approve	Pass

AN ORDINANCE TO AMEND THE 2008 ANNUAL BUDGET AND THE PAY PLAN FOR THE CITY OF JONESBORO TO ADD THE POSITION OF ADMINISTRATIVE SECRETARY TO THE ENGINEERING DEPARTMENT

WHEREAS, Ordinance Number ORD-08:008 adopted the 2008 annual budget for the City of Jonesboro; and

WHEREAS, Resolution Number 2004:02 adopted the City Pay Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the Engineering Department, that the position of Administrative Secretary be added;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The 2008 annual budget for the City of Jonesboro is amended by the addition of one Administrative Secretary, Grade 10, Step 1, in the Engineering Department.

Line item 02-101-0201-00	\$24,637.13	Base Pay
Line item 02-101-0202-00	379.03	Holiday Pay
Line item 02-101-0206-00	1,527.50	Social Security
Line item 02-101-0284-00	357.23	FICA
Line item 02-101-0203-00	5,617.56	Medical Insurance
Line item 02-101-0203-00	242.52	Dental Insurance
Line item 02-101-0203-00	29.76	Life Insurance
Line item 02-101-0204-00	2,000.00	Pension
	<u>\$34,790.73</u>	TOTAL

SECTION 2: The City Pay Plan is amended to include the position of Administrative Secretary, Grade 10, Step 1, in the Engineering Department.

SECTION 3: For the financial and operational continuity of the City of Jonesboro it is hereby found and declared that an emergency exists and that this ordinance shall take effect from and after its passage and approval.

PASSED AND APPROVED this 1st day of April, 2008.