

CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724



Office of Personnel Director

300 Sixth Street

605-394-4136

TO: Mayor Jim Shaw
FROM: James F. Preston
SUBJECT: Establish a New Position
DATE: February 28, 2001

Attached you will find a copy of a Position Description Questionnaire requesting a new position title Human Resources Assistant.

Using the same Hay methodology under which our compensation plan was established, a job evaluation places the proposed new position at a non-union salary range of \$21,058(Step 1) to \$31,568/yr (Step 15).

Request your approval to place this item on the Legal Finance Committee agenda for action by the City Council.

Enclosure

APPROVED:

MAR 7, 2001

Date

Jim Shaw

Mayor's Signature



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OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER