

**RESOLUTION NO. 2015-010
RESOLUTION TO AMEND THE CITY OF RAPID CITY COMPENSATION PLAN BY
ESTABLISHING THE NEW POSITION**

FIRE ADMINISTRATIVE ASSISTANT

WHEREAS, duties and responsibilities for positions within the departments throughout the City change and evolve over time and to ensure that necessary services can be provided effectively and efficiently within the City of Rapid City, respective City leaders request that a new position be established and added to the existing Compensation Plan; and

WHEREAS, the addition of such position does not affect the respective Department's approved FTE count;

WHEREAS, the duties and responsibilities of the requested position have been evaluated by the City of Rapid City's Compensation Committee utilizing the Factor Evaluations System (FES) to establish the appropriate placement on the respective City of Rapid City pay scale.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rapid City that the position listed below is hereby created;

BE IT FURTHER RESOLVED by the City Council of the City of Rapid City that the compensation plan is hereby revised as follows:

Job Title	Payscale	Grade	Salary Range	
			Min	Max
Fire Administrative Asst	NONUNION	14	39,227	59,104

Dated this _____ day of _____, 2015

CITY OF RAPID CITY

MAYOR

ATTEST:

Finance Officer

(SEAL)