

Proposed by:	Administration
Vote: 5 Aye	0 Nay 1 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 11-26R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING THE EMPLOYEE GRADE SYSTEM BY ADDING A FULL-TIME CLINIC TEMPORARY SUMMER POSITION

WHEREAS, the Clinic has requested the addition of a full-time temporary summer position to continue to meet the needs of the community by supporting extended summer hours; and

WHEREAS, the position of Full-Time Temporary Receptionist/Medical Assistant must be added to the municipal grade system; and

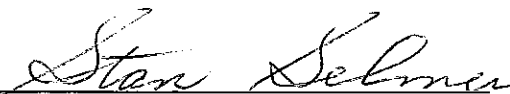
WHEREAS, a job description for a summer temporary Receptionist/Medical Assistant has been created and the position has been classified at Grade 12;

NOW THEREFORE, BE IT RESOLVED, by the Skagway Borough Assembly that Attachment "A" is amended by adding the Full-Time Temporary Receptionist/Medical Assistant position at Grade 12 on the grade system; and


BE IT FURTHER RESOLVED that Attachment "B" maintaining a pay scale remain in effect; and

BE IT FURTHER RESOLVED, that the job description for the Full-Time Temporary Receptionist/Medical Assistant be approved.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 1st day of December, 2011.


Stan Selmer, Mayor

ATTEST:


Emily A. Deach
Municipal Clerk

(SEAL)



**MUNICIPALITY OF SKAGWAY, ALASKA
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 ATTACHMENT "A"
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Municipality of Skagway Classification Review		
Ranking by Grade		
Job Title	Dept	GRADE
Medical Assistant (T)	CLINIC	10
Library Clerk (T)	LIB	10
Harbor Security Officer (T)	HAR	10
Laborer - Groundskeeper (T)	PW	10
Visitor Information Specialist II (T)	TOUR	10
Harbor Assistant (T)	HAR	11
Museum Assistant (T)	MUS	11
Librarian Assistant	LIB	11
Receptionist/Billing Clerk	CLINIC	11
Rec Center Assistant PT Permanent	REC	11
Rec Center Assistant FT Permanent	REC	11
Equipment Operator (T)	PW	12
Visitor Information Specialist I	TOUR	12
Receptionist/Medical Assistant (T)	CLINIC	12
Community Service Officer (T)	POLICE	13
Training & Maintenance Coordinator	FIRE	13
911 Dispatcher	POLICE	13
Medical Assistant	CLINIC	13
Billing Clerk	CLINIC	13
Facilities Maintenance	PW	13
Permitting Official	ADMIN	14
Clinic Administrative Assistant	CLINIC	14
Tax Clerk	ADMIN	14
Acct. Payable/Receivable Clerk	ADMIN	14
Police Clerk	POLICE	14
Refuse Collector/Incinerator Tech	PW	15
Support Tech/Fire Inspector	FIRE	15
Lead Groundskeeper	PW	15
Water Production Technician	PW	16
Police Officer (F/T & T)	POLICE	16
Emergency Services Administrator	FIRE	17
Heavy Equipment Operator	PW	17
Admin. Asst to Manager/Deputy Clerk	ADMIN	17
Librarian	LIB	17
Museum Director	MUS	17
Rec Director	REC	17
Harbormaster	HAR	17
Municipal Treasurer	ADMIN	17
Police Sergeant	POLICE	18
Tourism Director	TOUR	19
Water/Waste Water Superintendent	PW	19
Municipal Clerk	ADMIN	20
Public Works Director	PW	21
Police Chief	POLICE	21

**MUNICIPALITY OF SKAGWAY, ALASKA
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 ATTACHMENT "B"
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12/01/11	Municipality of Skagway GRADE AND STEP CHART - 1.0% Cost of Living 2011 Update Hourly Wages														TOP OF RANGE
GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
7	9.38	9.60	9.81	10.03	10.25	10.48	10.73	10.97	11.21	11.46	11.73	11.99	12.25	12.53	12.82
8	11.12	11.37	11.63	11.89	12.15	12.43	12.71	13.00	13.29	13.58	13.89	14.20	14.52	14.85	15.18
9	12.86	13.15	13.44	13.75	14.05	14.37	14.70	15.03	15.36	15.71	16.06	16.42	16.80	17.17	17.55
10	14.59	14.93	15.26	15.60	15.96	16.31	16.68	17.06	17.44	17.83	18.23	18.64	19.06	19.49	19.93
11	16.33	16.70	17.08	17.46	17.86	18.25	18.66	19.09	19.51	19.96	20.40	20.86	21.33	21.81	22.30
12	18.07	18.47	18.89	19.31	19.76	20.20	20.65	21.12	21.59	22.08	22.57	23.08	23.60	24.13	24.67
13	19.81	20.25	20.71	21.17	21.65	22.14	22.63	23.15	23.66	24.20	24.75	25.30	25.87	26.45	27.05
14	21.54	22.03	22.52	23.03	23.55	24.08	24.62	25.17	25.74	26.32	26.92	27.52	28.14	28.76	29.42
15	23.28	23.81	24.34	24.89	25.45	26.02	26.60	27.20	27.82	28.44	29.08	29.73	30.40	31.09	31.78
16	25.02	25.58	26.16	26.74	27.35	27.96	28.59	29.23	29.90	30.56	31.25	31.96	32.67	33.41	34.16
17	26.75	27.36	27.98	28.60	29.25	29.91	30.57	31.26	31.97	32.68	33.42	34.18	34.95	35.73	36.53
18	28.49	29.13	29.78	30.46	31.15	31.85	32.56	33.29	34.05	34.80	35.59	36.39	37.21	38.05	38.91
19	30.23	30.91	31.60	32.32	33.05	33.78	34.54	35.32	36.12	36.94	37.76	38.61	39.48	40.37	41.28
20	31.97	32.68	33.42	34.17	34.95	35.72	36.53	37.35	38.20	39.06	39.94	40.83	41.75	42.69	43.65
21	33.71	34.47	35.25	36.04	36.85	37.68	38.53	39.40	40.28	41.19	42.12	43.07	44.04	45.03	46.04
22	35.45	36.25	37.07	37.90	38.75	39.62	40.51	41.43	42.36	43.31	44.29	45.28	46.30	47.34	48.41