

Proposed by: Administration
Attorney Review: 07/27/2020
Vote: 6 Aye 0 Nay 0 Absent

**MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 20-31R**

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING THE EFFECTIVE DATES OF RESOLUTION NO. 20-18R ADDING AN ACCOUNTING CLERK POSITION AND RESOLUTION NO. 20-19R ADDING AN ACCOUNTS RECEIVABLE CLERK / STAFF SUPPORT CLERK.

WHEREAS, the Administration Department has experienced a high volume of work due to the administration of several pandemic-related grants; and

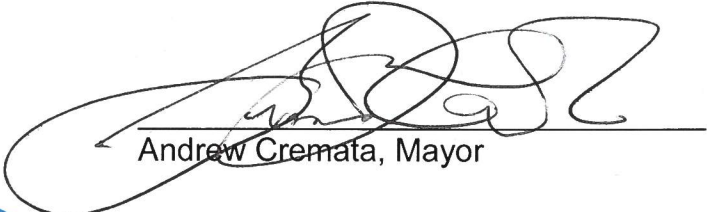
WHEREAS, Resolution No. 20-18R added an Accounting Clerk position to the municipal classification review ranking by grade, and Resolution No. 20-19R added an Accounts Receivable Clerk / Staff Support Clerk position, and both resolutions take effect on January 1, 2021 to coincide with the FY21 budget; and

WHEREAS, the Administration Department would like to hire these positions sooner than January 1, 2021 in order to more efficiently handle the volume of work created by the grant programs necessitated by the COVID-19 pandemic;

NOW THEREFORE BE IT RESOLVED THAT Resolution No. 20-18R and Resolution No. 20-19R are amended to change their effective dates to the date of the adoption of this resolution; and

BE IT FURTHER RESOLVED THAT this resolution shall become effective immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 6th day of August, 2020.


Andrew Cremata, Mayor

ATTEST:


Emily A. Deach, Borough Clerk

(SEAL)



Proposed by:	Administration
Attorney Review:	01/02/2020
Vote:	5 Aye 0 Nay 1 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 20-18R

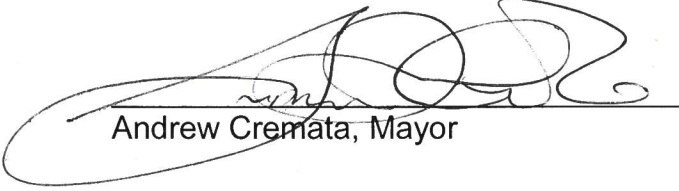
A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO ADD AN ACCOUNTING CLERK POSITION AT GRADE 14.

WHEREAS, the Accounting Clerk position has been evaluated at Grade 14;


NOW THEREFORE, BE IT RESOLVED, by the Municipal Assembly of the Municipality of Skagway that Attachment "A," Municipality of Skagway Classification Review Ranking by Grade, is amended by adding an Accounting Clerk position at Grade 14; and

BE IT FURTHER RESOLVED, that the effective date of this resolution is January 1, 2021.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 21st day of May, 2020.


Andrew Cremata, Mayor

ATTEST:


Emily A. Deach
Municipal Clerk

(SEAL)



Municipality of Skaqway Classification Review		Ranking
Job Title	Dept	GRADE
Recreation Attendant	REC	10
Library Clerk	LIB	10
Harbor Security Officer	HAR	10
Groundskeeper	PW	10
Visitor Information Specialist II	TOUR	10
Harbor Assistant	HAR	11
Museum Assistant	MUS	11
Library Assistant	LIB	11
Receptionist/Billing Clerk	CLINIC	11
Recreation Assistant	REC	11
Office Assistant	ADMIN	11
Laborer	PW	12
Trail Crew Lead Laborer	PW	12
Receptionist/Medical Assistant	CLINIC	12
Community Service Officer	POLICE	13
Maintenance and Clerical	FIRE	13
911 Dispatcher	POLICE	13
Medical Assistant	CLINIC	13
Medical Account Analyst	CLINIC	13
Recreation Worker	REC	13
Accounts & Benefits Specialist	CLINIC	13
Accounting Clerk	ADMIN	14
Administrative Assistant	CLINIC	14
Tax Clerk	ADMIN	14
Acct. Payable/Receivable Clerk	ADMIN	14
Police Clerk	POLICE	14
Fire Inspector/Training	FIRE	14
Emergency Responder	FIRE	14
Refuse Collector/Incinerator	PW	15
Visitor Information Specialist I	TOUR	15
Facilities Maintenance	PW	15
Police Officer	POLICE	16
Permitting Official	ADMIN	16
Administrative Manager	CLINIC	16
Maintenance Supervisor	FIRE	16
Emergency Services	FIRE	17
Heavy Equipment Operator	PW	17
Admin. Asst to Manager/Deputy	ADMIN	17
Library Director	LIB	17
Museum Director	MUS	17
Rec Director	REC	17
Harbormaster	HAR	17

Lead Groundskeeper	PW	17
Water/Wastewater Operator	PW	17
Mechanic	PW	17
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Police Sergeant	POLICE	18
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Tourism Director	TOUR	19
Water/Waste Water	PW	19
Port Development Director	PORT	19
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Borough Clerk	ADMIN	20
Borough Treasurer	ADMIN	20
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Public Works Director	PW	21
Police Chief	POLICE	21
Fire Chief	FIRE	21

Proposed by:	Administration
Attorney Review:	01/02/2020
Vote:	5 Aye 0 Nay 1 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 20-19R

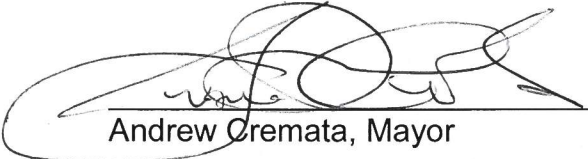
A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO ADD AN ACCOUNTS RECIEVABLE CLERK / STAFF SUPPORT CLERK POSITION AT GRADE 13.

WHEREAS, the Accounts Receivable Clerk / Staff Support Clerk position has been evaluated at Grade 13;

NOW THEREFORE, BE IT RESOLVED, by the Municipal Assembly of the Municipality of Skagway that Attachment "A," Municipality of Skagway Classification Review Ranking by Grade, is amended by adding an Accounts Receivable Clerk / Staff Support Clerk position at Grade 13; and

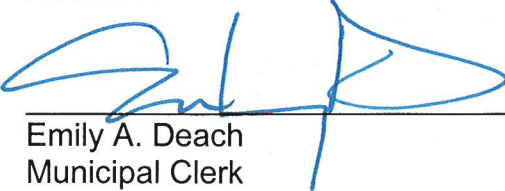
BE IT FURTHER RESOLVED, that the effective date of this resolution is January 1, 2021.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 21st day of May, 2020.



Andrew Cremata, Mayor

ATTEST:



Emily A. Deach
Municipal Clerk

(SEAL)



Municipality of Skaqway Classification Review		Ranking by
Job Title	Dept	GRADE
Recreation Attendant	REC	10
Library Clerk	LIB	10
Harbor Security Officer	HAR	10
Groundskeeper	PW	10
Visitor Information Specialist II	TOUR	10
Harbor Assistant	HAR	11
Museum Assistant	MUS	11
Library Assistant	LIB	11
Receptionist/Billing Clerk	CLINIC	11
Recreation Assistant	REC	11
Office Assistant	ADMIN	11
Laborer	PW	12
Trail Crew Lead Laborer	PW	12
Receptionist/Medical Assistant	CLINIC	12
Community Service Officer	POLICE	13
Maintenance and Clerical Support	FIRE	13
911 Dispatcher	POLICE	13
Medical Assistant	CLINIC	13
Medical Account Analyst	CLINIC	13
Recreation Worker	REC	13
Accounts & Benefits Specialist	CLINIC	13
AR Clerk/ Staff Support Clerk	ADMIN	13
Administrative Assistant	CLINIC	14
Tax Clerk	ADMIN	14
Acct. Payable/Receivable Clerk	ADMIN	14
Police Clerk	POLICE	14
Fire Inspector/Training Coordinator	FIRE	14
Emergency Responder	FIRE	14
Refuse Collector/Incinerator Tech	PW	15
Visitor Information Specialist I	TOUR	15
Facilities Maintenance	PW	15
Police Officer	POLICE	16
Permitting Official	ADMIN	16
Administrative Manager	CLINIC	16
Maintenance Supervisor	FIRE	16
Emergency Services Administrator	FIRE	17
Heavy Equipment Operator	PW	17
Admin. Asst to Manager/Deputy	ADMIN	17
Library Director	LIB	17
Museum Director	MUS	17
Rec Director	REC	17
Harbormaster	HAR	17

Lead Groundskeeper	PW	17
Water/Wastewater Operator	PW	17
Mechanic	PW	17
Police Sergeant	POLICE	18
Tourism Director	TOUR	19
Water/Waste Water	PW	19
Port Development Director	PORT	19
Borough Clerk	ADMIN	20
Borough Treasurer	ADMIN	20
Public Works Director	PW	21
Police Chief	POLICE	21
Fire Chief	FIRE	21