

Proposed by:	Administration
Attorney Review:	08/27/2021
Vote:	6 Aye 0 Nay 0 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 21-27R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO ALLOW GROWTH WITHIN THE MEDICAL ACCOUNT ANALYST POSITION BASED ON EXPERIENCE AND CERTIFICATION.

WHEREAS, the Municipality of Skagway desires to create opportunities for professional growth within the organization; and

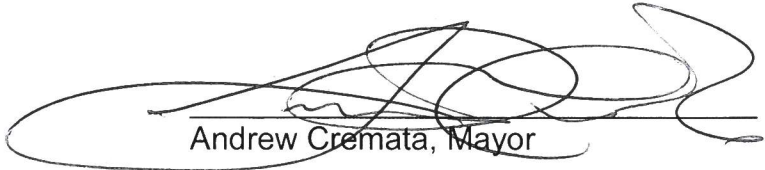
WHEREAS, the Medical Account Analyst position is highly technical, and the Municipality would like to acknowledge that gaining extensive experience and certification in this position demonstrates a level of skill that is typically classified at a higher grade than an entry-level employee; and

WHEREAS, the Medical Account Analyst (level II) position is currently classified at Grade 13, and the Municipality proposes to provide an additional level of employment within the position to account for experience and certification at Grade 15 (Medical Account Analyst level I); and

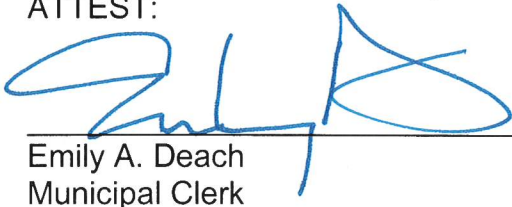
WHEREAS, the additional Medical Account Analyst level I position has been evaluated at Grade 15;

NOW THEREFORE, BE IT RESOLVED, by the Municipal Assembly of the Municipality of Skagway that the Municipality of Skagway Classification Review Ranking by Grade, is amended as detailed in Attachment A.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 2nd day of September, 2021.


Andrew Cremata, Mayor

ATTEST:


Emily A. Deach
Municipal Clerk

(SEAL)



Municipality of Skagway Classification Review		Ranking by Grade	
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 Worker II	REC	11	
Office Assistant	ADMIN	11	
Laborer	PW	12	
Trail Crew Lead Laborer	PW	12	
Receptionist/Medical Assistant	CLINIC	12	
Code Enforcement Officer	POLICE	13	
911 Dispatcher	POLICE	13	
Medical Assistant	CLINIC	13	
Medical Account Analyst (Level II or Level I)	CLINIC	13 or 15	
Recreation Worker I	REC	13	
Accounts & Benefits Specialist	CLINIC	13	
AR Clerk/Staff Support Clerk	ADMIN	13	
Accounting Clerk	ADMIN	14	
Administrative Assistant	CLINIC	14	
Tax Clerk	ADMIN	14	
Police Clerk	POLICE	14	
Quartermaster/Maintenance Tech.	FIRE	14	
Emergency Responder	FIRE	14	
Fire Inspector & Training Coordinator/Emergency Responder	FIRE	15	
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	
Fleet Manager/Emergency Responder	FIRE	16	
EMS Director/Emergency Responder	FIRE	17	
Heavy Equipment Operator	PW	17	
Administrative Assistant/Deputy Clerk	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 Superintendent	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	