



# MEMORANDUM

To: Administration & Finance Committee  
CC: Mei Barker, Human Resources Director  
From: Carl Cole, City Manager  
Date: May 18, 2021  
Re: Job Audit Decision – Permit Center Supervisor

---

Pursuant to Personnel Policy 2.02 Job Audit Policy, Human Resources conducted a Job Audit analysis of the Permit Center Supervisor for reclassification.

The Human Resources *Findings and Recommendations* (attached) state the classification of Permit Center Supervisor, pay range 59 should be reclassified to a Permit Center Manager, at pay range 66 on the 2021 Salary Schedule, effective February 21, 2021.

I am seeking ratification of my decision to implement the Human Resources *Findings and Recommendations* on the Job Audit.

Ratified:

*Erin Sitterley*

Erin Sitterley, Chair