

Submitted by: Chair of the Assembly at the
Request of the Mayor
Prepared by: Employee Relations
For reading: September 13, 2005

CLERK'S OFFICE

APPROVED
Date: 9-27-05

ANCHORAGE, ALASKA
No. AO 2005- 119

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTION 3.30.172 CLASSIFICATION TO INCORPORATE A NEW TITLE, REGULATORY ADMINISTRATIVE ASSISTANT, TO THE RANGE 22(E) EXECUTIVE POSITIONS.

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code subsections 3.30.172 E is hereby amended to read as follows:
(the remainder of the section is not affected and therefore not set out)

3.30.172 Classification.
* * * * *

B. For the purpose of establishing the appropriate compensation for executive classifications, six ranges have been established: 20E (for assembly-appointed classifications), 21E (E-1), 22E (E-2), and 23E (E-3), 24E (E-4) and 25E (E-5). Assignment of a classification to one of the six ranges is based on the appointing authority, level and scope of responsibility for policy development and public advocacy, and training and experience necessary to perform the duties.

* * * * *

E. The classification assigned to range 22E, subject to appointment by the mayor, is:

* **Regulatory Administrative Assistant**

* * * * *

(AO No. 79-195; AO No. 91-96; AO No. 92-5(S); AO No. 92-111; AO No. 94-225, § 3, 12-6-94; AO No. 97-103, § 2, 7-1-97; AO No. 98-79, § 1, 5-19-98; AO No. 98-115(S), § 4, 7-1-98; AO No. 2000-101(S), § 1, 9-26-00; AO No. 2001-56, § 1, 2-1-01; AO No. 2001-98, § 1, 5-1-01; AO No. 2001-130, § 1, 8-1-01; AO No. 2001-132, § 1, 8-14-01; AO No. 2002-69, § 3, 5-14-02; AO No. 2002-100, § 1, 7-16-02; AO No. 2002-111, § 1, 8-6-02; AO No. 2002-130, § 1, 9-10-02; Ord. No. 2003-29, § 1, 2-11-03; AO No. 2004-3, § 1, 1-20-04; AO No. 2004-85, § 1, 5-18-04; AO No. 2004-87, § 1, 6-8-04; AO No. 2004-132, § 3, 10-12-04; AO No. 2005-6, § 1, 2-15-05

Section 2. This ordinance shall become effective upon its passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this 27th day of Sept., 2005.

Anna L. Fairclough
Chair of the Assembly

ATTEST:

Tracie L. Green
Municipal Clerk
Deputy

MUNICIPALITY OF ANCHORAGE
Summary of Economic Effects -- Utilities

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTION 3.30.172
 Title: CLASSIFICATION TO INCORPORATE A NEW TITLE, REGULATORY ADMIN
 ASST TO THE RANGE 22(E) EXECUTIVE POSITIONS.

AO Number: 2005- 119

Sponsor: Employee Relations
 Preparing Agency: Employee Relations
 Others Impacted:

CHANGES IN EXPENDITURES AND REVENUES: (In Thousands of Dollars)

	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>
Operating Expenditures					
1000 Personal Services					
2000 Non-Labor					
3900 Contributions					
4000 Debt Service					
TOTAL DIRECT COSTS:	\$ -	\$ -	\$ -	\$ -	\$ -
Add: 6000 Charges from Others					
Less: 7000 Charges to Others					
FUNCTION COST:	\$ -	\$ -	\$ -	\$ -	\$ -

REVENUES:

CAPITAL:

POSITIONS: FT/PT and Temp

PUBLIC SECTOR ECONOMIC EFFECTS:

The economic impact of adding this position is nil. The purpose of this change is to update the Municipal Code to reflect the new title that better describes the function of the position. No salary increase is being asked and current pay is within Grade 22 of the Executive pay ranges.

PRIVATE SECTOR ECONOMIC EFFECTS:

Prepared by: Karen Moore, Employee Relations Telephone: 343-4514

Validated by OMB: _____ Date: _____



MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 653-2005

Meeting Date: September 13, 2005

1 FROM: MAYOR
2

3 SUBJECT: **Assembly Ordinance Amending Municipal Code Section 3.30.172**
4 **Classification incorporating a new title, Regulatory Administrative**
5 **Assistant, to the Range 22(E) Executive positions.**
6

7 AMC 3.30.172, Classification, of the Personnel Rules establishes the appropriate compensation for
8 executive classification ranges. Six ranges have been established. Employee Relations is seeking to
9 amend this section of the Code to reclassify a Special Administrative Assistant position within the
10 Municipal Light and Power Utility to the following position title:

11
12 *Regulatory Administrative Assistant*
13

14 Special Administrative Assistant is a classification that incorporates a general skill set applicable to a
15 variety of settings within the Municipal. Municipal Light and Power requested that this position be
16 reclassified to reflect the specific skill set needed for the agency's business goals and regulatory needs.
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20 THE ADMINISTRATION RECOMMENDS APPROVAL OF THE ORDINANCE.
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23 Prepared by: David K.F. Otto, Director Employee Relations
24 Concur: Denis C. LeBlanc, Municipal Manager
25 Respectfully submitted: Mark Begich, Mayor
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28
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Content Information

Content ID : 003174

Type: Ordinance - AO

An Ordinance Amending 3.30.172 Classification to incorporate a

Title: new title, Regulatory Administrative Assistant to Range 22E Executive Positions.

Author: mooreka

Initiating Dept: ER

Date Prepared: 8/10/05 4:55 PM

Mayor Review?: No

Assembly Meeting Date MM/DD/YY: 9/13/05

Public Hearing Date MM/DD/YY: 9/27/05

M.O.A.
 2005 SEP - 6 PM 3: 32
 CLERKS OFFICE

Workflow History

<u>Workflow Name</u>	<u>Action Date</u>	<u>Action</u>	<u>User</u>	<u>Security Group</u>	<u>Content ID</u>
AllOrdinanceWorkflow	8/10/05 4:59 PM	Checkin	mooreka	Public	003174
ER_SubWorkflow	8/11/05 8:47 AM	Approve	mooreka	Public	003174
OMB_SubWorkflow	8/15/05 3:34 PM	Approve	mitsonjl	Public	003174
Legal_SubWorkflow	8/17/05 11:43 AM	Approve	fehlenrl	Public	003174
MuniManager_SubWorkflow	9/3/05 11:36 AM	Approve	leblancdc	Public	003174
MuniMgrCoord_SubWorkflow	9/4/05 8:50 PM	Approve	abbottmk	Public	003174