

RECLASSIFICATION AND TITLE CHANGE OF  
CLERK/TREASURER’S EXECUTIVE SECRETARY POSITION

In the year Two Thousand Nine.....  
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the Chief Administrative Officer has requested a title change for one of the two Clerk/Treasurer’s Executive Secretary position to Assistant to the Chief Administrative Officer; and

WHEREAS, the Chief Administrative Officer has also requested the reclassification of the newly entitled position of Assistant to the Chief Administrative Officer from a Grade 15 to a Grade17 to reflect the increased responsibilities of the position as a result of an unfilled position; and

WHEREAS, both requests have been approved by the Interim Human Resources Director and Board of Finance;

NOW, THEREFORE, BE IT RESOLVED that the position of Executive Secretary is now entitled Assistant to the Chief Administrative Officer and is reclassified from a Grade 15 to a Grade 17 within the Willis Classification System, effective as of the date of City Council approval.