

Approval of Grade and Salary Change

With the recent changes that have taken place in the Transportation department and the increased responsibilities for Cindy Robbins, I am recommending a grade change and salary increase. Cindy's current title is Clerical Assistant I (Grade 2). My recommendation is that Cindy's title change to Secretary (Grade 3) with an increase in pay and benefits of approximately \$3100. Cindy has demonstrated the ability to adapt when needed and take on additional responsibilities with a positive attitude. Cindy will be overseeing several critical functions in Transportation and will be responsible for the accuracy, maintaining and updating of state required reporting