



H. 3.

Palmer City Council Meeting

Meeting Date: 02/13/2024

Submitted For: Chad Cameron, Fire Chief

Department: Fire Department

Agenda Category: Resolution

Legislation Number: RES 24-012 ☒ **Approved**

Subject

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Retitling of Palmer Fire & Rescue's Permanent, Part-Time Support Specialist to Communications Specialist and Reclassification to Level 6 in the City of Palmer's Employee Pay Plan

Summary Statement/Background

Since 2017, the City of Palmer's Fire & Rescue department has employed a permanent, part-time radio technician. This employee was placed into an existing Support Specialist position. Over time the fire, police, public works, and airport departments have used the employee to great extent for conducting or coordinating radio and radio site installation, maintenance, programming, and troubleshooting of the City of Palmer radio systems.

The job description has been updated to reflect the duties and responsibilities of the position. The job description was retitled Communications Specialist to better describe the duties and responsibilities of the position. Human Resources reclassified the position from level 4 to level 6 in the City of Palmer's Employee Pay Plan after evaluating the updated job description.

Administration's Recommendation:

Approve Resolution 24-012.

Fiscal Impact

Budgeted Y/N?: Y

Line Item(s): 01-13-10-6013 Parttime Salaries

Attachments

Resolution 24-012

Communications Specialist Job Description

LEGISLATIVE HISTORY

Introduced by: Manager Moosey
Date: February 13, 2024
Action: Approved
Vote: Unanimous

Yes:

No:

Mayor Carrington
Deputy Mayor Anzilotti
Alcantra
Best
Cooper
Melin
Tudor

CITY OF PALMER, ALASKA

Resolution No. 24-012

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Retitling of Palmer Fire & Rescue's Permanent, Part-Time Support Specialist to Communications Specialist and Reclassification to Level 6 in the City of Palmer's Employee Pay Plan

WHEREAS, the Palmer City Council acknowledges the importance of efficient and effective radio communication within City of Palmer for the well-being and safety of the community;

WHEREAS, the current position of Support Specialist within Palmer Fire & Rescue plays a crucial role in communication functions;

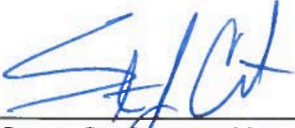
WHEREAS, there is a need to recognize the scope and responsibilities of the Support Specialist position to align with the evolving demands of communication in emergency services;

WHEREAS, the proposed retitling of the position to Communications Specialist reflects a more accurate representation of the duties performed;

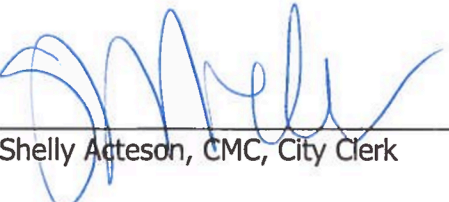
WHEREAS, the reclassification of the position to Level 6 in the City of Palmer's Employee Pay Plan is deemed appropriate to recognize the responsibilities associated with the revised role;

NOW, THEREFORE, be it resolved that the Palmer City Council authorizes the City Manager to approve the retitling of Palmer Fire & Rescue's permanent, part-time Support Specialist position to Communications Specialist and reclassification to Level 6 in the City of Palmer's Employee Pay Plan.

Approved by the Palmer City Council this 13th day of February 2024.



Steve Carrington, Mayor



Shelly Acteson, CMC, City Clerk