

TO-22-1

Order # 980

An Ordinance Amending the Wage & Salary Classification Plan, Middle Management- Administrative Assistant- Council on Aging

WHEREAS, The City is requesting to amend the wage & salary classification for Middle Management to change the current title of "Administrative Assistant- Council on Aging", to "Assistance Director of Council on Aging" to better reflect the actual duties and responsibilities of the role; and

WHEREAS, Increase the amount of hours of the position from 30 hours per week to 35 hours per week; and

WHEREAS, The Fiscal Year 2022 budget includes funding for such increase; Therefore

BE IT ORDAINED: That the wage and salary schedule of Chapter 6, Section 6-5 of the Methuen Municipal Code, Middle Management, is amended as follows:

FROM:

TITLE	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
ADMINISTRATIVE ASSISTANT - COUNCIL ON AGING (30 Hours)	07/01/21	\$ 846.37	\$ 880.89	\$ 915.26	\$ 949.55	\$ 984.19
		\$ 44,011	\$ 45,806	\$ 47,594	\$ 49,376	\$ 51,178

TO:

TITLE	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
ASSISTANT DIRECTOR OF COUNCIL ON AGING (35 Hours)	07/01/21	\$ 987.43	\$ 1,027.70	\$ 1,067.80	\$ 1,107.81	\$ 1,148.22
		\$ 51,346	\$ 53,441	\$ 55,526	\$ 57,606	\$ 59,707

Be it Further Advised: that a certified copy of this ordinance is submitted to the Department of Administration and Finance upon adoption.

Adopted:

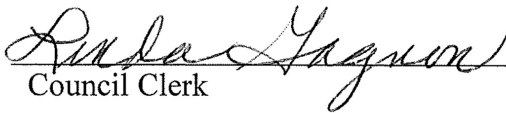
Effective:

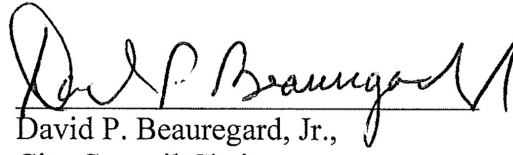
I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by the Methuen City Council by

RECEIVED
CITY CLERK'S OFFICE
METHUEN, MA
2022 MAR 10 AM 11:31

First Read: January 3, 2022
Adopted: January 19, 2022
Effective: February 18, 2022

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous vote on January 19, 2022.


Council Clerk


David P. Beauregard, Jr.,
City Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved: 
Neil Perry, Mayor