



City Manager
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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: September 26, 2022

RE: **Authorizing Offer of Employment Compensation – Executive Assistant**

By report dated June 30, 2022, I advised the City Council that Executive Assistant Diane Bixby had submitted her notice of resignation effective August 1, 2022. The reason stated by Ms. Bixby for the resignation was to accept a comparable position with the Ketchikan Gateway Borough as Administrative Assistant II for a significantly higher wage.

The Human Resources Division has undertaken a local recruitment effort for the vacated position. Five (5) applicants applied for the position including one internal candidate, who withdrew from consideration. A screening committee consisting of the incoming City Manager, Acting City Manager, and Human Resources Division Manager reviewed the applications and conducted one on-site interview.

Following the interview and after completion of the required background checks, it was the unanimous recommendation of the screening committee that the position of Executive Assistant be offered to Myrna Johannsen of Ketchikan, Alaska. Ms. Johannsen has served locally in various executive and administrative capacities for the last thirteen years, including as the Executive Administrative Assistant to the Superintendent for the Ketchikan Gateway Borough School District and as Executive Assistant to the Chief Administrative Officer for the PeaceHealth Ketchikan Medical Center. Her proven skillset, proficiencies, and work with elected officials make Ms. Johannsen a highly qualified candidate for the Executive Assistant position.

Ms. Johannsen has indicated her willingness to accept the position based upon a compensation level of Grade 851, Step Q at an hourly rate of \$31.19.

Since the requested compensation is above the level that the City Manager is authorized to offer under the current Compensation Plan and Personnel Rules, approval of the City Council is required. By agenda statement 6a(1), Resolution No. 22-2856 – Amending the City of Ketchikan Compensation Plan, a motion is before the City Council that would grant authority to the City Manager to authorize employment compensation at any step within a position's graded compensation. Should Resolution No. 22-2856 be approved, authority to offer Ms. Johannsen compensation at Grade 851, Step Q would be granted to the City Manager, and the below motion and City Council approval would no longer be necessary.

A motion has been prepared for City Council consideration.

RECOMMENDATION

It is recommended that the City Council adopt the motion authorizing the City Manager to offer employment compensation at Grade 851, Step Q for an hourly rate of \$31.19 to Myrna Johannsen of Ketchikan, Alaska for the position of Executive Assistant.

Recommended Motion: I move the City Council authorize the City Manager to offer employment compensation at Grade 851, Step Q for an hourly rate of \$31.19 to Myrna Johannsen of Ketchikan, Alaska for the position of Executive Assistant.