

SUPERVISOR
Rick Galardi

CLERK
Adam Cramton

TREASURER
Sandy Stump




1401 W. Herbison Road, DeWitt, MI 48820-7900

TRUSTEES
David Fedewa
Steven Smith
Brian Ross
David Seeger

MANAGER
Andrew Dymczyk

TO: Township Board

FROM: Andrew Dymczyk, Township Manager 

SUBJECT: Assessing Department Hire

DATE: April 8, 2021

The recent shift of personnel to permanently fill the Deputy Clerk position in the Clerk's Office left our part time Administrative Assistant I position in the Assessing Department open to be filled. Our former Assessor and I conducted interviews on March 31, 2021 and we would recommend the hiring of Ms. Deborah Kloosterman for the position of part time Administrative Assistant I in the Assessing Department.

Attached is an Administrative Assistant I job description, 2021 Wage Schedule and resume of Deborah Kloosterman.

STRATEGIC PLAN:

Strategic: Fiscal and Organizational Excellence

Strategies: Maintain sound fiscal policy and budgets that allow the Township to address service needs and maintain community quality

Objectives: Evaluate individual Departments for options

SUGGESTED ACTION:

Approve the hiring of Deborah Kloosterman at Grade 2, Step 1 of the Classification and Wage Scale, for the position of Administrative Assistant I in the Assessing Department contingent upon the successful completion of the pre-employment physical.

DeWitt Charter Township
2021 Wage Schedule - effective January 1, 2021
Classification and Wage Scale

% Increase 1.0300

Grade	Steps								
	1	2	3	4	5	6	7	8	9
1	12.18	12.63	13.10	13.55	14.01	14.46	14.93	15.39	15.84
2	15.47	16.05	16.63	17.21	17.79	18.37	18.96	19.53	20.11
3	17.11	17.76	18.40	19.04	19.68	20.32	20.97	21.61	22.24
4	17.98	18.65	19.33	20.01	20.69	21.36	22.04	22.72	23.38
5	20.50	21.27	22.04	22.81	23.58	24.35	25.12	25.89	26.65
6	21.53	22.33	23.14	23.94	24.75	25.55	26.36	27.16	27.98
7	23.03	23.90	24.76	25.62	26.49	27.35	28.21	29.08	29.94
8*	59,483.95	61,714.73	63,945.51	66,175.13	68,405.91	70,636.69	72,867.46	75,097.08	77,327.86
9*	66,621.05	69,119.15	71,618.41	74,116.51	76,614.61	79,112.71	81,611.98	84,110.08	86,608.18
9A**	32.03	33.23	34.43	35.63	36.83	38.03	39.24	40.44	41.64
10*	70,619.18	73,267.86	75,915.38	78,564.07	81,211.58	83,860.27	86,507.79	89,156.48	91,803.99

Ass't Chief	3416.17	yearly	Fire Photographer	15.98
Captains (2)	2733.46	yearly	Fire Marshal	20.79
Lieutenants (3)	2049.46	yearly	Fire Support Staff	10.13

Trainee	10.10
Trainee with Medical License only	11.37
Trainee with Fire Fighter I & II only	11.37
Trainee with Medical License and Fire Fighter I & II	12.63
Regular rate with Medical License only	17.14
Regular rate with Fire Fighter I & II only	17.14
Regular rate with Medical License and Fire Fighter I & II	19.03
Training Pay	12.20

Grade	Position
1	Police Department Assistant
2	Admin Assistant I
3	Maintenance Worker, Firefighter
4	Admin Assistant II, Fire Inspector, Code Enforcement
5	Deputy Clerk & Treasurer, Maintenance Supervisor
6	Assistant Assessor
7	Assistant to the Township Manager, Planner
8	Deputy Building Official
9	Assessor, Community Dev., Ass't Manager
10	Fire Chief, Chief of Police, Chief Building Official

*Exempt

**Non Exempt/Hourly