

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Admin - Matt Brown - mbrown@ci.st-helens.or.us
City Council Goal / Tactic:	Goal 1 – Create and Maintain an Effective Organization
Project Summary:	Review all Job Descriptions for FLSA Updates
Estimated Completion:	December 2020

ACTION PLAN

1. Background of Project:

- The City needs to send job descriptions to LGPI for FLSA Updates. This will help confirm that job descriptions are/are not exempt as it relates to State of Oregon and Federal rules/laws.

2. Current Status of Project:

- Need to send Job descriptions.

3. Strategic Steps to Accomplish Project:

- Just need to send/wait for LGPI to review

4. Estimated Cost of Project:

- Minimal costs to project. Small costs for LGPI to review.

5. Barriers to Complete:

- There are no barriers to complete this project.