



CITY OF CONCORD

New Hampshire's Main Street™

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Matt Walsh, Deputy City Manager-Development
Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: March 3, 2023

SUBJECT: Eliminate 28-hour Permanent Part-Time Health Inspector and reclassify 19-hour Permanent Part-Time Health Inspector to a new 40-hour Permanent Full-Time position.

Recommendation

Accept this report and authorize the City Manager to eliminate a soon to be vacant 28-hour Permanent Part-Time (PPT) Health Inspector and reclassify 19-hour Permanent Part-Time (PPT) Health Inspector to 40-hour Permanent Full Time (PFT) position.

Background

Recently, the department received notice of the 28-hour PPT Health Inspector's intention to fully retire from his position in the Code Division. The retirement will be effective in mid-March. Originally a full-time position, this position was reduced to permanent part-time (PPT) in the mid 2000's to due to the financial circumstances created by a recessionary economy at the time.

In the ensuing years, the needs of the Health and Licensing Services Office grew due to several factors, including increased activity in the community, the COVID-19 Pandemic, expansion of outdoor dining, as well as the goal set to inspect every licensed food establishment twice per year. As a result, a second 19-hour PPT position was created and staffed in 2021.

Discussion

Due to the impending retirement of the current 28-hour PPT Health Inspector, the Code Division of the Community Development Department desires to eliminate the soon to be vacant 28-hour PPT Health Inspector, and reclassify the remaining 19-hour PPT position to a new permanent full time (PFT) 40-hour position.

While the 19-hour position is not currently vacant, the incumbent has the necessary skills and ambition to transition into a full-time position.

The new full-time position would be posted per City's standard operating procedures. However, it is hoped that the incumbent of the 19-hour position would be the best qualified candidate, thus allowing that individual to remain and grow with the organization, as well as transition to a position which provides full benefits.

This reclassification will enable the Health and Licensing Services Office to continue to inspect all licensed food establishments twice per year and also provide for improved follow-up of violations.

Given the current economy and robust labor market, it has been extremely challenging to recruit candidates to fill existing vacancies. Additionally, it is challenging to retain employees in part-time positions given availability of full-time opportunities in the marketplace. City Administration is optimistic that elimination of these two part-time positions in favor of the creation of the new full-time position will maintain the operations of the Health and Licensing Services Office, provide for continuity and retention of institutional knowledge, as well as reduce risk the possible loss of a talented part-time staff person for potential full-time opportunities outside of the organization.

If approved, it is estimated that this proposed change will result in a total net additional cost to the City of approximately \$20,725 in FY2024, as detailed below:

- 1 New 40-Hour PFT Position: \$116,436 (FY2024 Projected Salary and Benefits)
- Less Existing 2 Two PPT Positions: -\$96,013 (FY2024 Projection)
- Net new cost: \$20,723 (FY2024 Projection)