



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: December 19, 2018

SUBJECT: Amend Schedule D to Modify the Position of Arena Supervisor to Labor Grade 11

Recommendation

It is requested and recommended that the City Council accept this report and set a public hearing date in February for the proposed ordinance to modify the position Arena Supervisor from a Labor Grade 8 to a Labor Grade 11.

Background

In 2015, the Arena Properties Manager requested and was authorized to bring on a part-time Arena Supervisor to assist with handling the increasing demands of running an Enterprise Fund at a 7 day a week operation. Over time, the position has been allocated more hours and this year a Program Change Request was approved to reclassify this position to full time. As a result of the increased hours availed to this position, many duties have shifted to the Arena Supervisor. After analysis of the position's duties, it has been determined that it is appropriate to elevate the labor grade to a Labor Grade 11 in order for the position to be properly classified and compensated.

Discussion

The position has been classified as per the attached ordinance. Schedule D must be modified in order to properly amend the City's position classification system. In order to accomplish the aforementioned, the City Council would have to set a public hearing for February and then approve the position as per the attached ordinance.

Respectfully Submitted,
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager