



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

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

DATE: July 17, 2019

SUBJECT: Amend Schedule D to Change the Position of Custodian From a Labor Grade 3 to 6 as Specified in the Attached Ordinance

Recommendation

It is requested and recommended that the City Council accept this report and set a public hearing date in September for the proposed ordinance to modify the position of Custodian as indicated on the Position Classification Schedule D.

Background

The position of Custodian is currently a labor grade 3, and features a pay range of \$11.69 to \$16.90. This request is to move the labor grade of this position to 6 which has a pay range of \$13.56 to \$19.59. A June 2019 wage survey in New Hampshire revealed that the pay for Custodians is in the lower 10 percentile for the region. This change will move the position closer to the median pay in the area for custodial work. This labor grade aligns with other entry level labor positions, in a time when it is difficult filling these positions with our current low unemployment rate and workforce shortage. We are hoping to retain our staff by paying them a wage appropriate for the contributions they make to the organization. We have funds in the FY20 compensation budget to cover this. There are currently 2 permanent part time positions, 2 part time positions and 3 full time positions.

Discussion

The position of custodian 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 September and then approve the position change as per the attached ordinance.

Respectfully Submitted,
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager