



CITY OF CONCORD

New Hampshire's Main Street™
Human Resources Department

REPORT TO MAYOR AND THE CITY COUNCIL

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

DATE: June 25, 2025

SUBJECT: Changing the Fiscal Supervisor Position within the Equipment Services Division of General Services to an Administrative Support Specialist Position

Recommendation

It is requested and recommended that the City Council accept this report and permit the General Services Department to modify the Fiscal Supervisor position to an Administrative Support Specialist in order to realign some job responsibilities accordingly.

Background

The Fiscal Supervisor role in Equipment Services division has supervised the Automotive Parts Technician for several years. The Fleet Manager would like to assign this Supervisory duty to the Shop Supervisor as it aligns more closely with the duties and responsibilities of that position. This administrative position would take over Fleet Property and Liability management and reporting which is encompassed in the Administrative Support Specialist job function.

Discussion

This position change includes moving the responsibilities of Fleet Division's property and liability claims management to the Administrative Support Specialist Position role at the Equipment Services Division with General Services. The current Fiscal Supervisor has not been tasked with this process but instead has overseen the Supervision of the Automotive Parts Technician. The newly hired Fleet Manager would like that supervision to be tasked by the Shop Supervisor as the position directly impacts the Equipment Technicians operations.

The position of Administrative Support Specialist already exists in Schedule D. It is the same labor grade so this change would not require an appropriation of dollars.

Respectfully Submitted,
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager