



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: David Gill, Parks and Recreation Director
Jennifer Johnston, Human Resources and Labor Relations Director

Re: Cemetery Division Reorganization

DATE: July 30, 2023

Recommendation

Accept this report and set the attached Ordinance amending the Code of Ordinances to create the following in the class specification index: Cemetery Crew Leader and Cemetery Maintenance Specialist for public hearing on September 11, 2023.

Background

The Cemetery Division of the Parks and Recreation Department currently consists of nine full time employees and several seasonal employees. The existing Cemetery Administrator manages the daily operations of the division. In the FY24 budget there was another full-time office position funded to assist the Cemetery Administrator with the very busy office operations.

Within the past two months, there have been two retirements of long-term cemetery maintenance employees (both with 25+ years with the city) and another long-term employee is scheduled to retire this fiscal year. In reviewing the division's operations, it is recommended to add these positions to allow the cemetery division to be successful for years to come.

The two vacant positions (Equipment Operator 2 and Maintenance Aide) would not be filled and would be changed to the following:

Equipment Operator 2 (Labor Grade 11) to a Cemetery Maintenance Specialist (Labor Grade 13)

Maintenance Aide (Labor Grade 8) to a Cemetery Maintenance Specialist (Labor Grade 13)

In addition, it is recommended the existing Equipment Operator III position to be changed to a Cemetery Crew Leader:

Equipment Operator III (Labor Grade 12) to Cemetery Crew Leader (Labor Grade 15)

Discussion

Given the recent retirements within the Cemetery Division, City Administration recommends the creation of these new positions within the Class Specification Index.

The new Cemetery Crew Leader would report directly to the Cemetery Administrator and will be responsible for maintenance and burial operations of the division. The two Cemetery Maintenance Specialists would report to the Cemetery Crew Leader and in turn will manage their own small crews. This reorganization would ensure the continued coordination of all aspects of the division and create an improved organization structure.

Working with the city's Finance Department, this organization change if approved can be completed within the divisions FY24 approved budget and is projected to have a net increase of \$11,063 in FY25.

	FY24 (full year)	FY25
Cemetery Specialist	62,602	64,752
Cemetery Specialist	53,977	57,209
Cemetery Crew Leader	65,782	71,462
	\$182,361	\$193,424