



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Earle M. Chesley, P.E., General Services Director
Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: June 18, 2019

SUBJECT: Amend Schedule D to Add the Position of Heating, Ventilation, and Air Conditioning (HVAC) Technician

Recommendation

It is requested and recommended that the City Council accept this report and set a public hearing date in August for the proposed ordinance to add a position to Schedule D.

Background

An unexpected vacancy has allowed the Public Properties Division to reevaluate its current staffing structure. The Division proposes the elevation of the vacant Maintenance Technician position, Labor Grade 12 to a newly created Heating, Ventilation, and Air Conditioning (HVAC) Technician position, Labor Grade 14.

This repositioning of skills will fill an identified need in the division's staffing structure, particularly with respect to the operation and maintenance of the new heating plant at the Municipal Complex.

The division believes that the wages identified in Labor Grade 14 will allow the City to attract and retain a qualified candidate for this position. The position's costs will not require any additional funding during the course of the fiscal year as a result of adding it to Schedule D.

Discussion

The position has been classified as per the attached ordinance. It must be added to Schedule D in order to place them within the City's position classification system.

In order to accomplish the aforementioned, the City Council would have to set a public hearing for August and then approve the position as per the attached ordinance.

cc: Thomas J. Aspell Jr., City Manager