



CITY OF CONCORD

New Hampshire's Main Street™

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources
DATE: October 31, 2016
SUBJECT: Administrative Supervisor Position in FY 17 Budget

Recommendation

Accept this report.

Background

As part of the FY 17 budget, Council approved the creation of an Administrative Supervisor position which would have replaced an Administrative Assistant position (labor grade 13) in the Code Administration Division. The new position was to have been a labor grade 17.

Discussion

Subsequent to the budget approval, a closer review of the duties associated with this position in the context of the day to day operations of the Code Administration office suggested that a more appropriate change would be to convert the existing Administrative Assistant position to that of a Fiscal Supervisor (labor grade 14) which already exists within the City's organizational chart.

This proposed change would reduce FY 17 budgeted expenditures for this position by \$1,346.