



# 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 24, 2021  
**SUBJECT:** Amend Schedule D to Modify/Add the Positions Specified in the Attached Ordinance for FY2022

### **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/modify/delete the positions as indicated on the Position Classification Schedule D.

### **Background**

Per the City Manager's Budget Transmittal Letter and the approved and adopted Fiscal Year Budget 2022, the following positions will need to be modified on our position classification index known as Schedule D: as noted in the Budget for Fiscal Year 2022: the Administration Division Manager, Fleet Manager, Highway and Utilities Superintendent, Public Properties Superintendent, Wastewater Treatment Plant Superintendent, and Water Treatment Plant Superintendent positions will go from a labor grade of 22 to 23. The following positions will be added on our position classification index, Schedule D: as noted in the Budget for Fiscal Year 2022: Helpdesk Technician as a labor grade 13 position and Trails and Open Space Ranger Position as a labor grade 10 position.

### **Discussion**

The positions have 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 August and then approve the positions as per the attached ordinance.

Respectfully Submitted,  
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager