



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations
DATE: August 2, 2018
SUBJECT: Fill Fiscal Technician III in the Parking Division of the Police Department

Recommendation

Accept this report regarding the filling of a Fiscal Technician III position in the Parking Division of the Concord Police Department to replace the current vacant Administrative Specialist I position, in order to better meet the needs of the Parking Division as it implements the strategic plan for parking in the City of Concord.

Background

The Parking Division has a vacancy in the parking division for the position of Administrative Specialist I. This is an opportune time to instead fill the position of a Fiscal Technician III. This position is a current position on Schedule D which is our classification list. The Police Department currently has a Fiscal Technician III position assigned to the Administrative Division. The Parking Division administrative needs will not continue to be met unless the person filling the position has financial acumen. Prior to the vacancy, a long tenured employee was able to handle more tasks than the job classification required. However, with the growing financial services necessary to meet the needs of the Parking Strategic Plan, a Fiscal Technician III's skill set is a better fit for the Parking Division of the Concord Police Department.

Discussion

The position of Fiscal Technician III already exists in the City's Ordinance as a Labor Grade 12 and the current parking division position is vacant. If approved, the position of Fiscal Technician III would be able to take on tasks beyond that of an Administrative Specialist whose primary duties covered customer service. The workload of the Parking Division will be increasing with the implementation of Parking's Strategic Plan and it is critical to have support personnel with the right skill set in place. Due in part to the continued vacancy of the position, the department will not exceed the approved fiscal 19 budget for compensation due to this change.

Respectfully Submitted,

Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager