



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: April 26, 2019
SUBJECT: Adding a Senior Maintenance Aide to the Parks Division, Parks and Recreation Department

Recommendation

Review and accept this report.

Background

Recently, the Grounds Division Superintendent retired and has presented the Parks and Recreation Department an opportunity to re-evaluate staffing needs in the Ground Division. In looking at the short term and long term staffing needs for the Grounds Division, the Parks and Recreation Director would like to have more front line employees vs. upper management.

Discussion

The Parks and Recreation Department will leave the Grounds Division Superintendent position vacant and inactive. Instead the Grounds Division is better served by adding a full time Senior Maintenance Aide to assist with the division's goals and need for workforce at the maintenance level.

A Senior Maintenance Aide is currently assigned as a labor grade 11 on schedule D in the City's Compensation Plan. The pay range for a Senior Maintenance Aide is \$17.64-\$25.53. The vacated position of Grounds Division Superintendent was a labor grade 22 and at the top step (\$47.82 per hour). The department can absorb the compensation cost of this added FTE and achieve a cost savings. This does not result in any additional headcount for the department.

The duties of the Grounds Superintendent have already been reallocated to the Parks and Recreation Director.

Respectfully Submitted,
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager