



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: June 15, 2018

SUBJECT: Amend Schedule D to Add/Modify/Delete the Positions Specified in the Attached Ordinance for FY2019

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 2019, the following positions will need to be added to our position classification index known as Schedule D: the positions of Permit Technician in the Community Development Department, Recreation Specialist in the Parks and Recreation Department and the position of Administrative Victim Witness Advocate in the Legal Department discussed and added during the budget appropriation process in June for Fiscal Year 2019. The positions' costs were also reflected in the Amended and Adopted Budget for Fiscal Year 2019. Further, the following positions are to be modified on Schedule D, as noted in the Budget for Fiscal Year 2019: the Assistant Parks and Recreation Director position will go from a labor grade of 19 to 21, the Police Dispatcher position will go from a labor grade 12 to 13, and the Community Development position of Building Inspector will go from a labor grade 18 to 17. The final modification to Schedule D will be the deletion of the position Data Technician in the City Clerk Department, as the position is changing to an already existing classification: Administrative Technician II.

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