



**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, 2024  
**SUBJECT:** Amend Schedule D to Modify/Add the Positions Specified in the Attached Ordinance for FY2025

**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 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 2025, the following positions will need to be modified on our position classification index known as Schedule D:

- Police Social Worker from labor grade 18 to 19.
- Arena Supervisor from a labor grade 11 to a 14.
- Arena and Properties Manager from a labor grade 21 to a 22.
- Public Properties Supervisor from a labor grade 19 to 21. This will become an exempt, non contractual position.
- Fire Marshal from a labor grade 20 to a 21.
- Management and Budget Analyst from labor grade 20 to 21.
- Permit Technician from a labor grade 10 to 11.

We have also added the following positions to Schedule D:

- Water Treatment Plant Lead Operator                      Labor Grade 16
- Laboratory/Operations Assistant Supervisor              Labor Grade 18
- Wastewater Maintenance Lead                                  Labor Grade 16

There are also five positions that need to be deleted from Schedule D.

**Discussion**

Other changes that occurred in positions during the budget approval that do not require a public hearing are as follows: Filling the Lab/Operations Manager at the Wastewater Treatment Plant, adding a Civil Engineer/Project Manager position, adding a PPT Guest Services Position and PPT Recreation Specialist to support Penacook, as well a full time Library Technician.

The above new and modified 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