



# 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, 2023  
**SUBJECT:** Amend Schedule D to Modify/Add the Positions Specified in the Attached Ordinance for FY2024

### **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 2024, the following positions will need to be added/modified on our position classification index known as Schedule D.

The following labor grade modifications were approved in the Budget for Fiscal Year 2024: (1) the position of Recreation Attendant will change from a labor grade 12 to labor grade 13; and (2) the position of Assistant City Planner will change from a labor grade 21 to a labor grade 22.

The following new positions were approved in the Budget for Fiscal Year 2024: (1) Police Social Worker as a labor grade 18; (2) Outreach Social Worker position as a labor grade 15, and (3) Recreation and Permitting Manager as labor grade 15.

The positions of Fire Dispatcher and Lead Fire Dispatcher will now be known as Fire Alarm Operator and Lead Fire Alarm Operator, which are the appropriate titles for those positions based on their responsibilities. There is no change to the labor grade for these two positions. IAFF supports the proposed title changes.

### **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