

Resolution approving the reorganization to the table of positions and classifications for various departments effective January 3, 2017 subject to Board of Estimates budget recommendation.

RESOLUTION

WHEREAS, City Department Heads may request reorganizations of their departmental Table of Organizations during the deliberations over their Year 2017 operating budgets, and

WHEREAS, the Common Council Committee on Finance and Personnel has referred these departmental reorganizations to the Human Resources Department for their approval and recommendation, and

WHEREAS, a pay and class study has been adopted to ensure proper pay classifications, and

WHEREAS, the Mayor's Office and Police Department have requested additional new part-time positions to provide greater efficiencies within their departments, and,

WHEREAS, the Departments of Human Resources and Finance have determined a need to change the status from part-time to full-time for the positions of Employee Benefits Coordinator and Accountant Bookkeeper to meet the demands of the work required, and

WHEREAS, an analysis of the reorganized positions has been conducted by the Director of Human Resources to determine the proper pay grade.

NOW, THEREFORE, BE IT RESOLVED that effective January 3, 2017 the table of organizations are hereby approved as follows:

Add one (1) new part-time 25 hours per week non-exempt position of Courtesy and Information Representative to the table of organization of the Mayor's Office, at pay grade 3, step 11.

Add one (1) new part-time 20 hours per week non-exempt position of Clerk Typist 1 to the table of organization of the Police Department, pay grade 2, step 1.

Change the exempt position of Employee Benefits Coordinator from part-time .8 FTE to full time 1.0 FTE, grade 10, step 11, within the table of organization for Human Resources.

Change one (1) non-exempt Accountant Bookkeeper position from part-time .47 FTE to full time 1.0 FTE, grade 4, step 4, within the table of organization for Finance.

Delete one (1) non-exempt part-time .53 FTE position of Cashier, pay grade 3, step 5 in the table of organization for Finance.

BE IT FURTHER RESOLVED by the Common Council that funding for the part-time Clerk Typist II shall come from the 2017 operating budget of the Police Department, the Courtesy and Information Representative shall come from the 2017 operating budget of the Mayor, the position of Accountant Bookkeeper shall be changed to 1.0 FTE with funding to come from the 2017 operating budget of Finance, and the position of Employee Benefits Coordinator be changed to full time status and funded from the 2017 operating budget of Human Resources at .2 FTE Human Resources and from the Employee Health Fund for the .8 FTE.

BE IT FURTHER RESOLVED that the at-will position of Courtesy and Information Representative shall be a current employee, selected by the Mayor, and if applicable shall maintain their current rate if said rate is outside pay grade 3, step 11. In all other respects compensation administration shall be in adherence to the Compensation and Classification Plan.

BE IT FURTHER RESOLVED that the positions are subject to approval by the Board of Estimates in the creation and recommendation of a 2017 budget.

BE IT FURTHER RESOLVED that the Director of Finance, Director of Human Resources, Chief of Police and the Mayor are hereby authorized and directed to take all necessary steps to implement this resolution.