

RESOLUTION

WHEREAS, City Department Heads requested reorganizations of their departmental Table of Organizations during the deliberations over their Year 2013 operating budgets, and

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

WHEREAS, the position of Executive Secretary in the Mayor's Office was reorganized to a part-time position in 2012 under the former Mayor, and

WHEREAS, the Mayor's office currently has one employee physically staffing the office full time, budgeted part-time (.75) to the operating budget of the Mayor's Office and part-time (.25) to the operating budget of Human Resources Department, and

WHEREAS, the newly elected Mayor has determined the need for a full time Executive Secretary to best serve the needs of the Mayor's Office.

NOW THEREFORE BE IT RESOLVED that the following change in position classification and compensation listed below are hereby approved as follows:

Effective July 1, 2013 the position of Executive Secretary in the Mayor's office be re-classified from part-time (.75) to full time position (1.0).

In addition, the position of Employee Benefits/Wellness Specialist at part-time (.25) located within the Mayor's office, budgeted by Human Resources, be deleted and replaced with Graduate Intern - Employee Benefits.

BE IT FURTHER RESOLVED that a separate provision appropriating \$6,500 from the reserve fund is hereby authorized to fund the request.

BE IT FURTHER RESOLVED that the position classifications herein are hereby approved effective as indicated. The Mayor, the Director of Finance and the Director of Human Resources are hereby authorized and directed to take all necessary steps to implement this resolution.