

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: September 20, 2011

SUBJECT: Grants Administrator 1-LTE

Community Development Division (CDD) Director Bill Clingan has requested a study of a Grants Administrator 1-LTE position (#4254-currently occupied by L. Studesville) which oversees the Energy Services Office. This position was created in 2009 when the CDD received grant funding for energy grants to be distributed to businesses throughout the City, though this may be expanded in the future. Since the position was initially created, the position now supervises 5 employees, mostly professional Grants Administrator LTEs and 1 Program Assistant. In addition, the position oversees management of the grants, prepares systems for staff development of contracts and implementation activities, monitors new grants that become available, and performs other professional tasks. After talking with Mr. Clingan and reviewing the updated position description (attached), I recommend creation of a new Community Development Specialist 4-LTE position be created and posted to be filled via competition. Upon filling the new position, the underlying position will be deleted to fund creation of the new position.

Currently, the Community Development Division has classifications of Grants Administrator 1-4 (CG18-R6, R8, R10, and R12) and Community Services Specialist 1-2 (CG18-R6 and R8). However, Mr. Clingan has requested creation of a broader classification of Community Development Specialist 1-4 that would include the Grants Administrators and the Community Development Specialists. This would allow for broader training of employees and create more flexibility within the department. The training and experience requirements for the classifications are similar and while the Knowledge/Skills/Abilities may vary depending on the position, this can be captured in a position description. Based on the need for flexibility and similarity in the training/experience requirements, I recommend creation of this new professional classification of Community Development Specialist 1-4. Over the next couple months, I will submit resolutions retitling employees as appropriate. The class specification for the new classification is attached.

Regarding the Energy Services Office, I recommend creation of a Community Development Specialist 4-LTE to oversee the Office. The professional classification series' are generally set up so the 1 is an entry-level professional who is expected to move to a 2 after gaining experience in the City system and performing the work independently and with a high degree of judgment. Work at the 3 level is generally more complex, may refer to special projects, and the 3 may have leadership responsibility over lower staff. Movement to the 3 (and 4) level is generally accomplished through a position study or competitive posting process. The 4 level is a team leader who has supervisory responsibility and maintains high-level professional responsibility as well. This is how the CDS series is structured, similar to other series' including Accountant 1-4, HR Analyst 1-4, Planner 1-4, Engineer 1-4, and others, which make up the foundation for classification determinations within CG18.

As noted above, the Energy Services Office currently has 6 LTE employees, with one Grants Administrator 1-LTE overseeing the entire unit. However, the position was initially created as a Grants Administrator 1-LTE, and adding this high-level supervisory component is not a logical addition to the level of Grants Administrator 1. Rather, it is more appropriate to create a new position which incorporates the supervisory component and higher-level professional work and post this position to be filled through a competitive process. The position will be posted internally to the CDD, and the underlying position will be deleted to mostly fund the higher position (the remaining money will come from the grants).

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2011 Annual Minimum (Step 1)*	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
18/06	\$48,225	\$56,781	\$63,596
18/12	\$62,073	\$74,938	\$83,928

\*Salary information does not include a 5% temporary wage adjustment which will expire on December 10, 2011.

cc: Bill Clingan-CDD Director  
 Larry Studesville-Grants Administrator 1 LTE