

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: August 17, 2016

SUBJECT: Building and Trades hourly classifications

In 2015, the City created hourly classifications in CG71 for Electrician, Painter, Carpenter, and Plumber, and Apprentice classifications for each. At this time, the Engineering Division has identified the need to create another hourly classification, Helper, as a pre-apprentice or trainee to assist the higher level staff within the Building Trades unit. This Helper would be assigned routine tasks in assisting higher level staff. The instant need would be for a Helper to work with the Electricians on the new Solar Power installation program within Engineering. It is recommended that the Helper be paid at \$14.81/hr., which is consistent with what participants in the Solar Power program were paid as hourly Engineering Aides this summer. In addition, it is close to the 2014-2015 total compensation that an entry apprentice in the Electrical trades was paid--\$14.35/hr. The Helper would be a broad classification that could be used to assist Electricians, Plumbers, Carpenters, and Painters. Based on this information, I recommend that a new hourly classification of Helper be created in CG71, Range 00, with a recommended salary of \$14.81/hr.

We have prepared the necessary Resolution to implement this recommendation.

cc: Rob Phillips-City Engineer
Mike Dailey—Assistant City Engineer
Kathy Cryan-Engineering Operations Manager
Greg Leifer-Employee and Labor Relations Manager
Payroll