

TO: Board of Estimates
FROM: Sarah Olson
HR Analyst
DATE: April 6, 2016
RE: Real Estate Agent 2 – Economic Development Division

Matthew Mikolajewski, Economic Development Division Director, has requested the addition of a Real Estate Agent 2 (class #H182-CG18, Range 08) to be underfilled as a Real Estate Agent 1. This new position will maintain license/encroachment agreements, acquire and process various easement conveyances, and assist with the purchase of property for road construction projects, and work on other major and minor real estate projects.

The Office of Real Estate Services (ORES) is projected to have 428 projects assigned to its staff in 2016. Since 2000, this is higher than the average of 276 projects per year, and represents the most projects ever assigned to ORES in a single year. This trend of an increase in projects for the ORES team is only expected to continue. Also, in 2015, ORES saw the retirement of its two most senior staff. An increase in the total number of projects coupled with the loss of institutional knowledge limit what can be assigned to others. As a result, ORES requests a new position to take on this additional work.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/06	\$53,559	\$63,061	\$70,629
18/08	\$58,094	\$68,938	\$77,211

cc: Natalie Erdman – Director of Planning, Community and Economic Development
Matt Mikolajewski – Economic Development Division Director
Mike Lipski – HR Services Manager