

TO: The Board of Estimates  
FROM: Harper Donahue, Human Resources  
DATE: October 15, 2013  
SUBJECT: Community Services Spec 2 (0.6 FTE → 1.0 FTE)

The 2014 Community Development Division budget includes MMSD funds to support increasing position #4416, of Community Services Specialist 2, from a 0.6 FTE to a 1.0 FTE. While the increase is currently set for 2014, immediate CDD and MMSD programming needs demand for an immediate increase to the position's FTE. In the interim time before 2014, CDD salary savings are available to support costs associated with the increase. As such, we are recommending that the FTE for this position be increased to 1.0, so that CDD and MMSD programming needs can be met.

We have prepared the necessary resolution to implement this change.

cc: Laura Noel – Community Services Program Coordinator  
James O'Keefe – Community Development Division Director  
Mary O'Donnell – Community Services Specialist 2  
Mike Lipski – HR Services Manager