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Classification Change Worksheet

I. Purpose

The purpose of this form is to solicit information which will be used to determine whether a proposed classification change will be recommended for inclusion in the budget.

II. Position

a. Current Classification Title: Graphics Assistant

b. Current Compensation Group and Range: 20 09

c. Agency-Department and Division: Dept of Planning and Community and Economic Dev

d. Is this position represented? Yes No

If "Yes," what bargaining unit is the position in? Local 60

e. Incumbent Name(s) or Vacant: Donna Collingwood

f. Identify the proposed changes in duties and responsibilities which warrant a review of the classification level:

Manages projects from inception to completion without supervision. Provide department with needed expertise for professional publications. Edits and enhance photographs with Adobe Photoshop, creates identities and carries the identity through the project (for example the Cooperative Conference: logo, program, post card, etc.)

g. How long have the proposed changed duties and responsibilities been associated with this position?

At least a year. Responsibilities have increased over time.

h. Describe why it is necessary to assign this work to this position (i.e., indicate why other positions cannot perform the work):

The graphic design expertise is necessary. Other positions do not have this expertise.

- i. Indicate what impact assigning the new work to this position will have on other programs, operations, and/or positions in your agency/work unit:

This position can help promote department events and programs and services such as the Family Self Sufficiency Program, MAC events, neighborhood planning meetings, etc.

III. Impact

The service/fiscal implications of **NOT** assigning this work are:

Some programs will remain poorly attended, others may incur the cost of outside design efforts. Going outside for graphic design services requires staff time to oversee because outside providers do not know the department as well including constraints and parameters of projects.

IV. Classification Information

a. The proposed class (if one currently exists) is: 865

b. The proposed compensation group and range is: 20 11

- c. Are you proposing a new position to be created that does not currently exist? Yes No

If "Yes," please make sure you are submitting a proposed position description.

(Note: Please contact Human Resources if you need assistance determining this information.)

- d. The cost is justified because:

This position will be able to do creative projects that are currently outsourced. Not outsourcing the work will save the department money. The position will also help bring visibility to programs such as the family self sufficiency program and the Homeownership Option, which in turn can increase the number of participants in those programs and ensure their funding.

V. Funding Plan

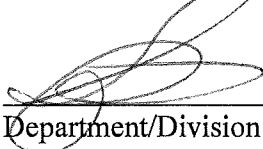
Specifically, how do you plan to fund this proposal for the remainder of this fiscal year and on a year-to-year basis?

VI. Additional Information to be Considered

The incumbent conceptualizes and creates printed pieces, determining size, paper, typography, color schemes independently. Years of graphic design experience prior to working for the City have provided the experience to manage and oversee design projects including invitations, announcements, brochures, booklets and annual reports

VII. Contact Person/Telephone Number: _____

As the Department/Division Head, I propose that this change in classification be included in our operating budget. I recognize that this action will be considered within the hierarchy of available financial resources and may require the reallocation of existing funds.



 Department/Division Head or Employee

4.1.13

 Date

If this request is being submitted by an employee after a request to a supervisor was either denied or not acted upon within 30 days, please indicate the date this action was first discussed with the supervisor or the date the request was denied.

 Date Discussed with Supervisor/Date Request Denied

- Please attach a copy of the position description which the incumbent has been working under as well as an updated position description which accurately reflects the position's current duties and responsibilities.
- The information on this worksheet will be reviewed by the Human Resources Department and the Finance Department to determine whether the assignment of additional duties is appropriate in the context of overall organizational needs, whether appropriate funding is available, and if a reclass study is warranted.