

TO: Personnel Board
FROM: Michael Lipski, Compensation and Benefits Manager
DATE: June 16, 2009
SUBJECT: Community Development Grants Administrator 1 LTE

The Community Development Division has requested the creation of a Limited Term position to administer grant money related to the Energy Efficiency Conservation Block Grant. After reviewing the position description, I have concluded that this position should be created as a Grants Administrator 1-LTE. The position description (See attached) indicates primary responsibility for monitoring, evaluating, and developing policies and procedures, relating to the Energy Efficiency Conservation Block Grant. The incumbent will be responsible for tracking expenditures relating to the grant, developing policies and procedures relating to disbursement of the grant dollars, overseeing the performance of those receiving the grant dollars, coordinating the grant activity with various City departments, and all reporting activity relative to the grant. These duties and responsibilities fall within the Grants Administrator 1 classification. It is anticipated that the position will last for approximately 2 years and be funded through grant dollars.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/06	48,225	56,781	63,596

cc: Bill Clingan-Community Development Division Director