

TO: Board of Estimates

FROM: Mike Lipski
HR Services Manager

DATE: February 26, 2014

RE: Parks Administrative Clerks

In the 2014 Parks Division Operating Budget, Parks has 2 0.5 FTE Administrative Clerks 1 (#1556, occupied by Yvonne Van Kirk and #4098, occupied by Kathryn Padorr). Parks is requesting that the FTEs for the positions be increased to match the funding that is in the budget as well as the actual workload. Although the positions are budgeted at 0.5 FTE, the incumbents have been working and paid at a level closer to 0.8 FTE. This funding has been incorporated into Park’s operating budget. However, Parks has neglected to actually increase the budgeted FTE for the positions to match the funding and workload. This action will allow the budget to match the funding, and if a position becomes vacant, will allow Parks to recruit at the actual anticipated workload and FTE. Because the dollars are already incorporated into the Parks budget and this action merely allows the budget to reflect what is happening in reality, I recommend that the positions FTE be increased to 0.8.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
20/09	40,471	45,504	50,960

cc: Kevin Briski—Parks Superintendent
Eric Knepp—Assistant Parks Superintendent
Joanne Austin—Program Assistant 3
Greg Leifer—Labor Relations Manager