

TO: Personnel Board

FROM: Susan J. Gafner, HR Analyst

DATE: August 22, 2016

SUBJECT: Food Policy Administrator-Mayor's Office

At the request of the Mayor's Office, I have reviewed the position (#4004) of Food and Alcohol Policy Administrator (CG18, Range 10), recently vacated by Mark Woulf. In the past, the position addressed food and alcohol-related issues in the City, staffed the Alcohol License Review Committee, served as liaison with taverns and establishments throughout the City on alcohol-related matters, recommend policy and ordinance changes, and performed other duties pertaining to alcohol and issues of abuse. In 2012, duties related to food policy were added to the position and the position was retitled to reflect those duties. In 2014, the position was again studied and moved to CG18, Range 10, with the current title, based on an expansion of the food policy related work.

At this time, the Mayor's Office has reviewed this position and has identified the work related to food policy to be a full time position, therefore returning the alcohol-related responsibilities to the Clerk's office where they were originally housed. The essential duties remain the same in terms of reviewing current policy, recommending changes to policies and ordinances, researching other communities, and performing outreach activities. After reviewing the position description, the training and experience requirements remain unchanged. As such, a change in salary range is not required. However, I recommend deleting the current classification of Food and Alcohol Policy Administrator and retitling the classification to "Food Policy Administrator" to reflect the current full time duties of the position. In addition, the new incumbent should have his position recreated in the new classification.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/10	\$63,787	\$76,660	\$85,859

cc: Enis Ragland-Deputy Mayor
 Paul Soglin-Mayor
 George Reistad-Food Policy Administrator