

TO: Personnel Board
FROM: Mike Lipski, Human Resources
DATE: May 3, 2017
RE: Consultant—Hourly

The Human Resources Department is requesting a new hourly classification of Consultant be created to provide departments with flexibility when covering high-level vacancies. The HR Department gets occasional requests to have people fill vacancies at less than half-time in order to ensure work gets done while a position is being filled or during the transition to a new employee. For instance, recently the Community Development Division had an employee leave who covered an important program. The CDD was able to identify someone to perform this work for approximately 10-15 hours a week and wanted to pay an equivalent salary. However, currently, the hourly salary schedule's highest-compensated classification is the Professional Assistant, making \$21.43/hr., or approximately \$43,000 annually, significantly less than the entry-level professional salary (equivalent to CG18, R06) of \$55,000 annually. Because the person is working less than half-time, the person is not eligible for a provisional appointment. We have also had people who retired come back and provide support during critical times. An example of this is in Finance when an Accountant 4 retired but returned 6 months later to assist with year-end closeout procedures. Creating this new classification would allow us to pay professional hourly help at a salary commensurate with the permanent rates for equivalent positions. In addition, currently departments are bringing these people on as contracted employees, when they really are our employees for the purposes of work assignment. Creating this classification would also address this concern. While we would be creating a broad range for this classification, the actual hourly rate would be worked out with the hiring agency and HR Director at the time of hire. The HR Director would have the final approval over the hourly rate that is paid.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2017 Hourly Minimum	2017 Hourly Maximum
17/00	\$25.00	\$55.00

cc: Brad Wirtz—HR Director