



Legislation Details (With Text)

File #: 35275 **Version:** 1 **Name:** Recreate the 1.0 FTE position #2156 of “Program Assistant 2” (currently occupied by V. Avalos) as “Administrative Assistant” in the Fire budget and reallocate the incumbent to the new position

Type: Resolution **Status:** Passed

File created: 8/19/2014 **In control:** PERSONNEL BOARD

On agenda: 9/2/2014 **Final action:** 9/16/2014

Enactment date: **Enactment #:** RES-14-00682

Title: Recreate the 1.0 FTE position #2156 of “Program Assistant 2” (currently occupied by V. Avalos) as “Administrative Assistant” in the Fire budget and reallocate the incumbent to the new position

Sponsors: Paul R. Soglin

Indexes:

Code sections:

Attachments: 1. PB Memo Admin Asst Avalos.pdf, 2. Administrative Assistant.pdf, 3. Position Desc.pdf, 4. PD Administrative Asst MPD.pdf, 5. Program Assistant 2.pdf, 6. Supervisory Analysis Form.pdf

Date	Ver.	Action By	Action	Result
9/16/2014	1	COMMON COUNCIL	Adopt	Pass
9/10/2014	1	BOARD OF ESTIMATES (ended 4/2017)	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
9/3/2014	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
9/2/2014	1	BOARD OF ESTIMATES (ended 4/2017)	Refer	
9/2/2014	1	COMMON COUNCIL	Referred	
8/19/2014	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The estimated additional expense for 2014 is \$521, including \$434 for wages and \$87 for fringe benefits. The Fire Department will absorb the cost within its 2014 adopted budget, so no additional appropriation is required. The full, future annualized cost (at Step 5) is \$3,396, including \$2,780 for wage expense plus \$556 for fringe benefits, to be included in future operating budgets of the Fire Department, subject to Common Council approval.

Title

Recreate the 1.0 FTE position #2156 of “Program Assistant 2” (currently occupied by V. Avalos) as “Administrative Assistant” in the Fire budget and reallocate the incumbent to the new position

Body

Resolution that the 1.0 FTE position #2156 of “Program Assistant 2,” currently occupied by V. Avalos, in Compensation Group 17, Range 12, in the permanent salary detail of the Fire budget, is deleted and recreated as “Administrative Assistant” in Compensation Group 17, Range 14, and that the incumbent is reallocated to the new position, thereof.