



Legislation Details (With Text)

File #:	79875	Version:	1	Name:	Create the classification of Employee Assistance Specialist 3 in CG18, R10. Recreate the encumbered position #4378 and vacant position #4766 in the new classification. Reallocate employee Mary Eldridge to Employee Assistance Specialist 2 in CG18, R08.
Type:	Resolution	Status:	Passed		
File created:	9/13/2023	In control:	Human Resources Department		
On agenda:	10/3/2023	Final action:	10/3/2023		
Enactment date:	10/6/2023	Enactment #:	RES-23-00617		
Title:	Create the classification of Employee Assistance Specialist 3 in CG18, R10. Recreate the encumbered position #4378 and vacant position #4766 in the new classification. Reallocate employee Mary Eldridge to Employee Assistance Specialist 2 in CG18, R08.				
Sponsors:	Director of Human Resources				
Indexes:					
Code sections:					
Attachments:	1. PB Memo EA Specialist Series.pdf, 2. EAP Specialist 1-3 DRAFT 9-2023.pdf, 3. Resolution Employee Assistance Specialist Series.pdf				

Date	Ver.	Action By	Action	Result
10/3/2023	1	COMMON COUNCIL	Adopt Unanimously	Pass
9/26/2023	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
9/20/2023	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
9/19/2023	1	FINANCE COMMITTEE	Refer	
9/19/2023	1	COMMON COUNCIL	Refer	Pass
9/13/2023	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The proposed resolution creates a new Employee Assistance (EA) Specialist 3 classification and recreates two EA Specialist 2 positions into the new classification. Annualized costs from the new classification could range from \$14,000 to \$21,000. Actual costs will depend on the employee's placement among the EA Specialist 1, 2, and 3 classifications and depends on their experience, education, and obtained licenses. Costs in 2023 will be accommodated within the Employee Assistant Program's Adopted Operating Budget and no additional appropriation is required.

Title

Create the classification of Employee Assistance Specialist 3 in CG18, R10. Recreate the encumbered position #4378 and vacant position #4766 in the new classification. Reallocate employee Mary Eldridge to Employee Assistance Specialist 2 in CG18, R08.

Body

Resolution to create the classification of Employee Assistance Specialist 3 in CG18, R10 in the salary schedule. Recreate the 1.0 FTE positions #4378 and #4766 in the new classification as Employee Assistance Specialist 3 in CG18, R10 in the permanent salary detail of the Employee Assistance Program operating budget. Reallocate the incumbent of position #4378, M. Eldridge, to Employee Assistance Specialist 2 until

such time as the minimum qualifications for Employee Assistance Specialist 3 are satisfied.