



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.