



Legislation Details (With Text)

**File #:** 77778      **Version:** 1      **Name:** Create the classification of IT Project and Records Management Coordinator in CG18, Range 10. Recreate the 1.0 FTE position #3286 of Records Management Coordinator 2 as an IT Project and Records Management Coordinator in CG18 R10 and reallocate the emplo

**Type:** Resolution      **Status:** Passed

**File created:** 5/9/2023      **In control:** Human Resources Department

**On agenda:** 6/6/2023      **Final action:** 6/6/2023

**Enactment date:** 6/12/2023      **Enactment #:** RES-23-00420

**Title:** Create the classification of IT Project and Records Management Coordinator in CG18, Range 10. Recreate the 1.0 FTE position #3286 of Records Management Coordinator 2 as an IT Project and Records Management Coordinator in CG18 R10 and reallocate the employee to the new position.

**Sponsors:** Director of Human Resources

**Indexes:**

**Code sections:**

**Attachments:** 1. Memo IT Records Mngmt Coord 05-2023.pdf, 2. RMC2.PD.pdf, 3. IT Project and Records Mgmt Coord 5-2023.pdf

Date	Ver.	Action By	Action	Result
6/6/2023	1	COMMON COUNCIL	Adopt	Pass
5/22/2023	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
5/17/2023	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
5/16/2023	1	FINANCE COMMITTEE	Refer	
5/16/2023	1	COMMON COUNCIL	Refer	Pass
5/9/2023	1	Human Resources Department	Referred for Introduction	

**Fiscal Note**

The proposed resolution creates a new classification of IT Project and Record Management Coordinator in compensation group 18 range 10, recreates position #3286 into the new classification, and reallocates the employee to the new position. The change is effective retroactive to 10/16/22. Back pay for this change would be approximately \$9,600, including benefits. The estimated annual cost of the change is \$19,200, including benefits. The IT department may be able to accommodate this increase within their existing personnel budget if there is sufficient salary savings from turnover and vacancies in other positions. The agency’s budget will be monitored throughout the year and if necessary, a budget amendment may be offered through the year-end appropriation. No additional appropriation is needed at this time to fund the proposed changes.

**Title**

Create the classification of IT Project and Records Management Coordinator in CG18, Range 10. Recreate the 1.0 FTE position #3286 of Records Management Coordinator 2 as an IT Project and Records Management Coordinator in CG18 R10 and reallocate the employee to the new position.

**Body**

Resolution creating the classification of IT Project and Records Management Coordinator in CG18, Range 10,

recreating the 1.0 FTE position #3286 of Records Management Coordinator 2 as an IT Project and Records Management Coordinator in CG18 R10 and reallocating the employee, L. Starczewski, to the new position, within the Information Technology operating Budget.