



Legislation Details (With Text)

File #: 51584 **Version:** 1 **Name:** Recreating vacant position #868 from a 1.0 FTE Administrative Assistant (CG 17, Range 14) to a 1.0 FTE Human Resources Analyst 2 (CG18, Range 8) in the HR budget.

Type: Resolution **Status:** Passed

File created: 5/8/2018 **In control:** FINANCE COMMITTEE

On agenda: 6/5/2018 **Final action:** 6/5/2018

Enactment date: 6/11/2018 **Enactment #:** RES-18-00434

Title: Recreating vacant position #868 from a 1.0 FTE Administrative Assistant (CG 17, Range 14) to a 1.0 FTE Human Resources Analyst 2 (CG18, Range 8) in the HR budget.

Sponsors: Paul R. Soglin

Indexes:

Code sections:

Attachments: 1. Finance Memo HRA2 5-2018.pdf, 2. PD HR Analyst 2 Data 5-2018.pdf

Date	Ver.	Action By	Action	Result
6/5/2018	1	COMMON COUNCIL	Adopt	
5/21/2018	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
5/15/2018	1	COMMON COUNCIL	Refer	Pass
5/8/2018	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The proposed resolution recreates position #868 from an Administrative Assistant to a Human Resources Analyst 2 in the Human Resources Department. This position will move from Compensation Group 17, Range 14 to Compensation Group 18, Range 8. The annualized cost of recreating the position is approximately \$12,343, including benefits. The first quarter projection for Human Resources anticipates a surplus of \$139,000, largely driven by three to four vacancies in the first half of 2018.

Title

Recreating vacant position #868 from a 1.0 FTE Administrative Assistant (CG 17, Range 14) to a 1.0 FTE Human Resources Analyst 2 (CG18, Range 8) in the HR budget.

Body

Resolution that the vacant 1.0 FTE position #868 of Administrative Assistant, in CG17, R14 is deleted and recreated as a 1.0 FTE HR Analyst 2 (CG18, R08) in the permanent salary detail of the HR budget, thereof.