



Legislation Details (With Text)

File #: 47519 **Version:** 1 **Name:** Create the classifications of “Records Management Coordinator 1” (CG18, R4) and “Records Management Coordinator 2” (CG18, R6). Recreate and retitle the 1.0 FTE position #3286 of “Administrative Assistant” in CG20-14, currently filled by Ms. Leslie Staczew

Type: Resolution **Status:** Passed

File created: 5/30/2017 **In control:** FINANCE COMMITTEE

On agenda: 6/20/2017 **Final action:** 6/20/2017

Enactment date: 6/21/2017 **Enactment #:** RES-17-00524

Title: Create the classifications of “Records Management Coordinator 1” (CG18, R4) and “Records Management Coordinator 2” (CG18, R6). Recreate and retitle the 1.0 FTE position #3286 of “Administrative Assistant” in CG20-14, currently filled by Ms. Leslie Starczewski, as a “Records Management Coordinator 2” in CG18-06, within the Information Technology budget. The incumbent will underfill the new position, and the position will be posted and filled internally through a competitive process.

Sponsors: Paul R. Soglin

Indexes:

Code sections:

Attachments: 1. PB Memo AA Records Mgmt.pdf, 2. PD IT Records Mgmt.pdf, 3. Records Management Coord 1-2.pdf, 4. Records Forms Management Specialist Series State.pdf

Date	Ver.	Action By	Action	Result
6/20/2017	1	COMMON COUNCIL	Adopt	Pass
6/12/2017	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
6/7/2017	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
6/6/2017	1	FINANCE COMMITTEE	Refer	
6/6/2017	1	COMMON COUNCIL	Refer	Pass
5/30/2017	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The proposed resolution authorizes the creation of a Records Management Coordinator 2 (CG18, RG06) which replaces the Administrative Assistant position (#3286) in the Information Technology Department. The cost of creating the position for the remainder of 2017 is approximately \$3,200, including benefits. The 2017 costs will be funded through the management of salary savings. The projected annualized cost is \$6,600, including benefits.

Title

Create the classifications of “Records Management Coordinator 1” (CG18, R4) and “Records Management Coordinator 2” (CG18, R6). Recreate and retitle the 1.0 FTE position #3286 of “Administrative Assistant” in CG20-14, currently filled by Ms. Leslie Starczewski, as a “Records Management Coordinator 2” in CG18-06, within the Information Technology budget. The incumbent will underfill the new position, and the position will be posted and filled internally through a competitive process.

Body

Resolution creating the classifications of “Records Management Coordinator 1” (CG18, R4) and “Records Management Coordinator 2” (CG18, R6), deleting and recreating the 1.0 FTE position #3286 of “Administrative Assistant” in CG20-14, currently filled by Ms. Leslie Starczewski, as a 1.0 FTE “Records Management Coordinator 2” in CG18-06, within the Information Technology budget, thereof. Be it further resolved that the new position of Records Management Coordinator 2 be created, posted and filled internally through a competitive process.