



Legislation Details (With Text)

File #: 53577 **Version:** 1 **Name:** Delete the classification of "Employee Assistance Program Administrator" (CG18, R12), and create the classification of "Employee Assistance Program Manager" (CG18, R15). Recreate and retitle the position #862 of 1.0 FTE "Employee Assistance Program Admini

Type: Resolution **Status:** Passed

File created: 10/18/2018 **In control:** Human Resources Department

On agenda: 12/4/2018 **Final action:** 12/4/2018

Enactment date: 12/10/2018 **Enactment #:** RES-18-00825

Title: Delete the classification of "Employee Assistance Program Administrator" (CG18, R12), and create the classification of "Employee Assistance Program Manager" (CG18, R15). Recreate and retitle the position #862 of 1.0 FTE "Employee Assistance Program Administrator" (CG18, R12) as "Employee Assistance Program Manager" (CG18, R15), in the Employee Assistance Program Operating Budget; and reallocate the incumbent, T. Martinez, to the new position.

Sponsors: Paul R. Soglin

Indexes:

Code sections:

Attachments: 1. PB Memo EAP Administrator.pdf, 2. PD EAP Administrator.pdf, 3. EAP Manager 10-2018.pdf

Date	Ver.	Action By	Action	Result
12/4/2018	1	COMMON COUNCIL	Adopt	Pass
11/26/2018	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT	Pass
10/31/2018	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
10/30/2018	1	FINANCE COMMITTEE	Referred	
10/30/2018	1	COMMON COUNCIL	Refer	Pass
10/18/2018	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The proposed resolution recreates position #862 from an Employee Assistance Program Administrator (CG18, R12) to an Employee Assistance Manager (CG18, R15) within the Employee Assistance Program and reallocates the incumbent to the recreated position. The 2018 cost of the proposed amendment is approximately \$7,000 and the annual cost is approximately \$13,000, including benefits. This 2018 increase is included in EAP's 2018 Adopted Operating Budget. No additional City appropriation is required.

Title

Delete the classification of "Employee Assistance Program Administrator" (CG18, R12), and create the classification of "Employee Assistance Program Manager" (CG18, R15). Recreate and retitle the position #862 of 1.0 FTE "Employee Assistance Program Administrator" (CG18, R12) as "Employee Assistance Program Manager" (CG18, R15), in the Employee Assistance Program Operating Budget; and reallocate the incumbent, T. Martinez, to the new position.

Body

Resolution deleting the classification of "Employee Assistance Program Administrator" (CG18, R12), and creating the classification of "Employee Assistance Program Manager" (CG18, R15), deleting and recreating

the 1.0 FTE position #862 of “Employee Assistance Program Administrator” (CG18, R12), as a “Employee Assistance Program Manager” (CG18, R15), in the Employee Assistance Program budget, and reallocating the incumbent (T. Martinez) to the new position, thereof.