

Agenda Report

TO: City Council January 24, 2000
FROM: City Manager
SUBJECT: Conversion of 0.55 City Service Worker V Position to 1.0 Staff Assistant III Position in the Public Works and Transportation Department

RECOMMENDATION

It is recommended that the City Council approve the conversion of 0.55 City Service Worker V position to 1.0 Staff Assistant III position in the Public Works and Transportation Department, Finance and Management Services Division.

BACKGROUND

Currently, the Public Works and Transportation Department has 1.55 full time equivalent positions budgeted to provide word processing services (1.0 Staff Assistant III and 0.55 City Service Worker V). Historically, these employees have typed contracts, specifications, reports, memorandum, and other technical public works documents for the engineers and project managers in Public Works and Transportation, as well as prepared correspondence and dictations for the Director of Public Works and Transportation.

This unit's work load increased in March of 1998 with the appointment of the current City Manager and her continued use of these services. The election of the citywide elected mayor generated additional demand. As a result, the word processing workload now exceeds the capabilities of 1.55 FTEs. Limited word processing resources have caused delays in producing critical City correspondence as well as technical public works documents.

The capital investment in two work stations in the Public Works and Transportation Department has already been made. Duplicating this facility in the City Manager's and Mayor's Office is not practical. To address the need for additional word processing services, staff recommends converting the existing 0.55 City Service Worker V position

to a full time Staff Assistant III. This increased staffing level will allow for the additional resources necessary to meet the increased demand.

FISCAL IMPACT

The current 0.55 City Service Worker V position has annual cost of \$18,784. The annual total cost (including benefits) of 1.0 Staff Assistant III is \$42,940, or an increase of \$24,156. Sufficient funds are available in the Mayor's and City Manager's operating budgets to absorb this additional cost of \$17,892 for the five remaining months of this fiscal year. Appropriations necessary for an entire year will be included in the City Manager's Recommended FY 2001 Operating Budget.

Respectfully submitted,

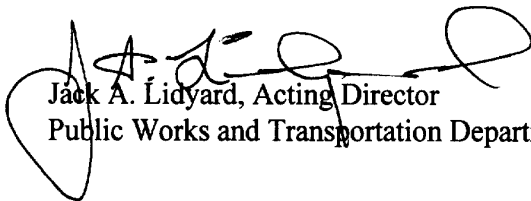


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