

11. Consideration of reclassifying one (1) part-time Stock Clerk to full-time (\$14,379 for the remainder of Fiscal Year 2024, Fleet Service Fund) and the additional of one (1) new full-time Administrative Secretary position (\$22,733 for the remainder of Fiscal Year 2024, General Fund Undesignated Fund Balance) within the Public Works Department.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Valentino Perez, Public Works Director

DATE: April 4, 2024

RE: Consideration of reclassifying one (1) part-time Stock Clerk to full-time (\$14,379 for the remainder of Fiscal Year 2024, Fleet Service Fund) and the additional of one (1) new full-time Administrative Secretary position (\$22,733 for the remainder of Fiscal Year 2024, General Fund Undesignated Fund Balance) within the Public Works Department.

SUMMARY:

Public Works is requesting the reclassification of the part-time Stock Clerk position to full-time. The current part-time position allows 25 hours per week for assigned tasks. The Stock Clerk works diligently with the Fleet Division to maintain inventory levels to ensure parts are in stock to keep the City's vehicles in service. The addition of full-time hours will expand the timeframe the employee is accessible to communicate with other departments and increase the productivity of reporting within the Public Works Department. The Stock Clerk is responsible for receiving, distributing, and maintaining stock inventory and maintaining the warehouse for the Public Works Fleet Division. These activities include but are not limited to the following:

- Stocks warehouse and maintains inventory and stock records.
- Retrieves parts, supplies, materials, etc. from the warehouse.
- Picks up parts from vendors to shorten delays when no delivery is available or delayed.
- Prepares and maintains logs and items issued.
- Maintains the warehouse in clean and neat order.
- Receives, unpacks, and inspects received materials for conformance with quantity, specifications, and other information provided on purchase order; compares against packing list/invoice, stores material, and forwards documentation to proper location.

The annual cost for the part-time position is \$24,504; the annual cost for the full-time position is \$58,489, including salary and benefits. The estimated cost increase for the remainder of FY 24 is \$14,379, which can be covered by available funds.

Public Works would also like to request the addition of a full-time Administrative Secretary position. As part of the effort to bring Public Works up to capacity, the department has contracted a temporary employee through an employment agency to assist with administrative secretary duties such as creating meetings, preparing agendas, and preparing minutes for pre-construction meetings, construction progress meetings, post-project review meetings, and evening board meetings, as well as other general meetings and correspondence required throughout the Engineering Division of Public Works. Having someone in this position has been very beneficial and has increased staff efficiency allowing Engineering staff and Project Managers additional time to perform their primary duties. This temporary position has allowed the department to confirm the need for this permanent full-time position. The salary range for this position is \$38,984 – \$64,324. The anticipated annual cost for this new position, including salary, benefits, uniforms and software licenses is \$63,939. The estimated cost for the remainder of FY 24 to fill this new position will be \$22,733.

REQUESTING DEPARTMENTS:

Public Works

FISCAL IMPACT:

Based on an estimated effective date of 4/6/2024, the fiscal impact for transitioning the Part-Time Stock Clerk to Full Time (FTE) position in FY 2024, based on 11 remaining pay periods, is \$14,379. Funding for this increase is available in the Fleet Service Fund due to vacancies as follows: Salary/Wages \$6,245; Benefit Credit \$260; Social Security/Medicare \$498; Retirement \$1,429; Employee Health Insurance Premium \$4,885; Other Employee Insurance Premiums \$357; Workers Compensation \$705.

The estimated fiscal impact to fund the new Administrative Secretary position for the remaining FY 2024 pay periods totals \$22,733. Funding is requested from General Fund undesignated fund balance to support this request.

STAFF RECOMMENDATION:

Motion to approve the reclassification of the Stock Clerk position from part-time to full-time and the addition of a full-time Administrative Secretary to the Public Works Department, including the allocation of \$22,733 in undesignated General Fund dollars for FY 2024.

ATTACHMENTS:

1. Stock Clerk Budgetary Impact
2. Administrative Secretary Budgetary Impact
3. Stock Clerk Position Control Form
4. Administrative Secretary Position Control Form

Personnel Adjustment Request

Submitted requests impacting all personnel/staff related funding for the fiscal year

FY 2024 Total Cost/(Savings): **64,539**

FOR INTERNAL SERVICE DEPARTMENTAL REVIEW

Title: Administrative Secretary
Fund: 001 General Fund
Department: Public Works

Department	Reviewed	Reviewed By
Select From List	Select Yes/No	
Select From List	Select Yes/No	
Select From List	Select Yes/No	

Description & Justification For Request:

Public Works would like to request the addition of a full-time Administrative Secretary position. As part of the effort to bring Public Works up to capacity, the department has contracted a temporary employee through an employment agency to assist with administrative secretary duties such as creating meetings, preparing agendas, and preparing minutes. Having someone in this position allowed the Engineering staff additional time to perform their primary duties.

PERSONNEL/POSITION DETAILS

Add/Delete (FTE):	Group:	Grade:	Title:
1.00	G3	G03	Administrative Secretary
0.00	Select From Drop-Down		
0.00	Select From Drop-Down		
0.00	Select From Drop-Down		

EXPENDITURE DETAILS - ACCOUNT NUMBERS & DESCRIPTIONS

Use Full GL Accounting String & Description

			Amounts		Amount for FY - 26 Pay Periods	Amounts for FY - 9 Pay period	Pay Period	Remaining Pay Period
Personnel	1210 Regular Salaries & Wages	001-7011-541-1210	38,984	1,499	13,494	26	9	
Personnel	2110 Social Security/Medicare	001-7011-541-2110	2,982	115	1,032			
Personnel	2210 Retirement-ICMA	001-7011-541-2210	3,509	135	1,215			
Personnel	2320 Emp Health Ins Premiums	001-7011-541-2320	11,546	444	3,997			
Personnel	1512 Employee Cafeteria Credit	001-7011-541-1512	615	24	213			
Personnel	2410 Workers Compensation	001-7011-541-2410	1,666	64	577			
Personnel	5204 Uniforms/Clothing	001-7011-541-5204	50	2	17			
Personnel	2330 Other Emp ins Premiums	001-7011-541-2330	4,587	176	1,588			
IT	5403-Licenses/Certificates	001-2310-519-5403	600		600			
					-			
					-			
					-			
Page 2 Sub-Total (Additional Expenditures)			-					
Total Expenditures:			64,539					

Recurring Costs Must Be Completed →

One-Time:	600		
Recurring:	63,939	2,459	22,733 Budgetary Impact

Specify Identifiable Revenue Funding Source (Excluding Fund Balance):

	-
	-
	-
Total Revenues:	-
Total Expenditures Minus Revenues:	64,539

Impact of Denial:

Title: Administrative Secretary
Fund: 001 General Fund
Department: Public Works
Division: _____

EXPENDITURE DETAILS - ACCOUNT NUMBERS & DESCRIPTIONS

Use Full GL Accounting String & Description

			Amounts
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Page 2 Sub-Total:			-

**Proposed Reclassification of
Current position to New Position for Tommy Carter**

Budget Acct# 521-7070-519

	Stock Clerk- PT Tommy Carter G01	Stock Clerk- FT Tommy Carter B01	Difference	Budgetary Impact Based on 11 pay periods for FY
	Pay Range	Pay Range		
	\$35,360-\$58,344	\$36,421-\$60,094		
Full-time Salaries	\$ (22,763)	\$ 37,523	\$ 14,760	\$ 6,245
Benefit Credit		615	615	\$ 260
Social Security/Medicare	(1,741)	2,918	1,176	\$ 498
Retirement (9%)	-	3,377	3,377	\$ 1,429
Employee Health Insurance Premium*	-	11,546	11,546	\$ 4,885
Other Employee Insurance Premiums	-	844	844	\$ 357
Workers Compensation	-	1,666	1,666	\$ 705
	\$ (24,504)	\$ 58,489	\$ 33,984	\$ 14,378

*Employee's current insurance rate

Indicate in the formula, the remaining number pay periods in the FY



Position Control Change Request Form

POSITION CONTROL CHANGE REQUEST FORM

Requesting Department: Public Works

Please check the box below for the type of change requested:

<input checked="" type="checkbox"/>	Reclassification of Position (please see Administrative Code 31.14.2, Reclassification of Positions)		
<input type="checkbox"/>	Position Title Change	<input checked="" type="checkbox"/>	Funding Source Change
<input checked="" type="checkbox"/>	Additional FTE (position already exists in the pay plan). *Must attach a completed Budget Amendment Form.		
<input type="checkbox"/>	New Position (not in Pay Plan previous or current AND increases FTE count or Budget) *Must attach a completed Budget Amendment Form.		
<input type="checkbox"/>	New Position (not in Pay Plan previous or current which does NOT increase FTE count or Budget)		
<input type="checkbox"/>	Position Succession Promotion (ex: Building Inspector I to II or Treatment Plant Operator "C" to "B", etc..)		
<input type="checkbox"/>	Other		

Budgetary Impact (Personnel Cost): \$14,378 **All Other Costs:** N/A

**Please Note: The budgetary impact figure includes benefit changes such as FICA, life, disability, etc. that are linked to the employee's annual salaries. Department must complete All other Costs if additional or new equipment is needed such as phones, computers, vehicles, etc. If none, please indicate N/A (non-applicable).*

Does this action increase your FTE count? Yes No

Justification memo attached. Requesting department must attach a detailed justification memo to include the Funding Source. (Funding source **may not** be from one-time savings. Human Resources will review however Departments are ultimately responsible for their Budget).

	Current	Proposed
Name/Position Title:	Tommy Carter/Part Time Stock Clerk	Tommy Carter/Full Time Stock Clerk
Department/Division:	Public Works/Fleet	Public Works/Fleet
Account Number:	521-7070-519-1310	521-7070-519-1210
Group Plan:	GP	NB
Pay Grade/Step:	G01	B01
Salary:	\$22,763	\$37,523

Submitted by (Print Name): Valentino Perez

Signature: Valentino Perez Digitally signed by Valentino Perez
Date: 2024.03.05 07:27:03 -05'00' **Date:**

Reviewed by HR: **Date:**

Approved **Denied** **HR Director** **Date:**

Reviewed by Budget: **Date:**

Approved **Denied** **City Manager** **Date:**

Requires Council Approval Prior to Implementation: **Yes** **No**

Human Resources Only – Proposed Effective Date:

<i>Council Approved</i>	<i>Update PC & Budget PC Documents</i>	<i>Legislative Memo</i>	<i>HTE</i>	<i>Copy to Budget</i>
<i>Class Pay Plan</i>	<i>Job Description</i>	<i>Update NEOGOV and/or Posting</i>	<i>PAF</i>	<i>Close Vacancies</i>
<i>ID Cards</i>	<i>Vacancy List</i>	<i>Notes:</i>		

Implemented By (HR): **Date:**



Position Control Change Request Form

POSITION CONTROL CHANGE REQUEST FORM

Requesting Department: Public Works

Please check the box below for the type of change requested:

<input type="checkbox"/>	Reclassification of Position (please see Administrative Code 31.14.2, Reclassification of Positions)
<input type="checkbox"/>	Position Title Change
<input type="checkbox"/>	Funding Source Change
<input checked="" type="checkbox"/>	Additional FTE (position already exists in the pay plan). *Must attach a completed Budget Amendment Form.
<input type="checkbox"/>	New Position (not in Pay Plan previous or current AND increases FTE count or Budget) *Must attach a completed Budget Amendment Form.
<input type="checkbox"/>	New Position (not in Pay Plan previous or current which does NOT increase FTE count or Budget)
<input type="checkbox"/>	Position Succession Promotion (ex: Building Inspector I to II or Treatment Plant Operator "C" to "B", etc..)
<input type="checkbox"/>	Other

Budgetary Impact (Personnel Cost): \$22,116 **All Other Costs:** \$617

**Please Note: The budgetary impact figure includes benefit changes such as FICA, life, disability, etc. that are linked to the employee's annual salaries. Department must complete All other Costs if additional or new equipment is needed such as phones, computers, vehicles, etc. If none, please indicate N/A (non-applicable).*

Does this action increase your FTE count? Yes No

Justification memo attached. Requesting department must attach a detailed justification memo to include the Funding Source. (Funding source **may not** be from one-time savings. Human Resources will review however Departments are ultimately responsible for their Budget).

	Current	Proposed
Name/Position Title:		Administrative Secretary
Department/Division:		Public Works/Administrative
Account Number:		001-7011-541-1210
Group Plan:		G3
Pay Grade/Step:		G03
Salary:		\$38,984

Submitted by (Print Name): Valentino Perez

Signature: Valentino Perez Digitally signed by Valentino Perez
Date: 2024.02.28 17:12:44 -05'00' **Date:**

Reviewed by HR: **Date:**

Approved **Denied** **HR Director** **Date:**

Reviewed by Budget: **Date:**

Approved **Denied** **City Manager** **Date:**

Requires Council Approval Prior to Implementation: **Yes** **No**

Human Resources Only – Proposed Effective Date:

<i>Council Approved</i>	<i>Update PC & Budget PC Documents</i>	<i>Legislative Memo</i>	<i>HTE</i>	<i>Copy to Budget</i>
<i>Class Pay Plan</i>	<i>Job Description</i>	<i>Update NEOGOV and/or Posting</i>	<i>PAF</i>	<i>Close Vacancies</i>
<i>ID Cards</i>	<i>Vacancy List</i>	<i>Notes:</i>		

Implemented By (HR): **Date:**