

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
			Enter GL Accounting String Click Cells for Samples				
Personnel	1210 Regular Salaries & Wages	001-7011-541-1210		38,984	1,499	13,494	
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			
One-Time:				600			
Recurring:				63,939	2,459	22,733	Budgetary Impact

Recurring Costs Must Be Completed →

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
			Enter GL Accounting String Click Cells for Samples
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		-
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Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
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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**

	<b>Stock Clerk- PT Tommy Carter G01</b>	<b>Stock Clerk- FT Tommy Carter B01</b>		<b>Budgetary Impact Based on 11 pay periods for FY</b>
	<b>Pay Range</b>	<b>Pay Range</b>	<b>Difference</b>	
	<b>\$35,360-\$58,344</b>	<b>\$36,421-\$60,094</b>		
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
	<b>\$ (24,504)</b>	<b>\$ 58,489</b>	<b>\$ 33,984</b>	<b>\$ 14,378</b>

\*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										
<b>Requesting Department:</b>		Public Works								
Please check the box below for the type of change requested:										
<input checked="" type="checkbox"/>	<b>Reclassification of Position</b> (please see Administrative Code 31.14.2, Reclassification of Positions)									
<input type="checkbox"/>	<b>Position Title Change</b>				<input checked="" type="checkbox"/>	<b>Funding Source Change</b>				
<input checked="" type="checkbox"/>	<b>Additional FTE</b> (position already exists in the pay plan). *Must attach a completed Budget Amendment Form.									
<input type="checkbox"/>	<b>New Position</b> (not in Pay Plan previous or current AND increases FTE count or Budget) *Must attach a completed Budget Amendment Form.									
<input type="checkbox"/>	<b>New Position</b> (not in Pay Plan previous or current which does NOT increase FTE count or Budget)									
<input type="checkbox"/>	<b>Position Succession Promotion</b> (ex: Building Inspector I to II or Treatment Plant Operator "C" to "B", etc..)									
<input type="checkbox"/>	<b>Other</b>									
<b>Budgetary Impact (Personnel Cost):</b>			\$14,378		<b>All Other Costs:</b>		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).										
<b>Does this action increase your FTE count?</b>				<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No			
<input checked="" type="checkbox"/>	<b>Justification memo attached.</b> Requesting department must attach a detailed justification memo to include the Funding Source. (Funding source <b>may not</b> be from one-time savings. Human Resources will review however Departments are ultimately responsible for their Budget).									
		<b>Current</b>			<b>Proposed</b>					
<b>Name/Position Title:</b>		Tommy Carter/Part Time Stock Clerk			Tommy Carter/Full Time Stock Clerk					
<b>Department/Division:</b>		Public Works/Fleet			Public Works/Fleet					
<b>Account Number:</b>		521-7070-519-1310			521-7070-519-1210					
<b>Group Plan:</b>		GP			NB					
<b>Pay Grade/Step:</b>		G01			B01					
<b>Salary:</b>		\$22,763			\$37,523					
<b>Submitted by (Print Name):</b>		Valentino Perez								
<b>Signature:</b>		Valentino Perez				Digitally signed by Valentino Perez Date: 2024.03.05 07:27:03 -05'00'		<b>Date:</b>		
<b>Reviewed by HR:</b>						<b>Date:</b>				
<b>Approved</b>	<input type="checkbox"/>	<b>Denied</b>	<input type="checkbox"/>	<b>HR Director</b>				<b>Date:</b>		
<b>Reviewed by Budget:</b>						<b>Date:</b>				
<b>Approved</b>	<input type="checkbox"/>	<b>Denied</b>	<input type="checkbox"/>	<b>City Manager</b>				<b>Date:</b>		
<b>Requires Council Approval Prior to Implementation:</b>							<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Human Resources Only – Proposed Effective Date:</b>										
<b>Council Approved</b>	<input type="checkbox"/>	<b>Update PC &amp; Budget PC Documents</b>	<input type="checkbox"/>	<b>Legislative Memo</b>	<input type="checkbox"/>	<b>HTE</b>	<input type="checkbox"/>	<b>Copy to Budget</b>	<input type="checkbox"/>	
<b>Class Pay Plan</b>	<input type="checkbox"/>	<b>Job Description</b>	<input type="checkbox"/>	<b>Update NEOGOV and/or Posting</b>	<input type="checkbox"/>	<b>PAF</b>	<input type="checkbox"/>	<b>Close Vacancies</b>	<input type="checkbox"/>	
<b>ID Cards</b>	<input type="checkbox"/>	<b>Vacancy List</b>	<input type="checkbox"/>	<b>Notes:</b>						
<b>Implemented By (HR):</b>								<b>Date:</b>		

# Position Control Change Request Form

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Please check the box below for the type of change requested:										
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<input checked="" type="checkbox"/>	<b>Additional FTE</b> (position already exists in the pay plan). *Must attach a completed Budget Amendment Form.									
<input type="checkbox"/>	<b>New Position</b> (not in Pay Plan previous or current AND increases FTE count or Budget) *Must attach a completed Budget Amendment Form.									
<input type="checkbox"/>	<b>New Position</b> (not in Pay Plan previous or current which does NOT increase FTE count or Budget)									
<input type="checkbox"/>	<b>Position Succession Promotion</b> (ex: Building Inspector I to II or Treatment Plant Operator "C" to "B", etc..)									
<input type="checkbox"/>	<b>Other</b>									
<b>Budgetary Impact (Personnel Cost):</b>			\$22,116		<b>All Other Costs:</b>		\$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).										
<b>Does this action increase your FTE count?</b>				<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No			
<input checked="" type="checkbox"/>	<b>Justification memo attached.</b> Requesting department must attach a detailed justification memo to include the Funding Source. (Funding source <b>may not</b> be from one-time savings. Human Resources will review however Departments are ultimately responsible for their Budget).									
		<b>Current</b>				<b>Proposed</b>				
<b>Name/Position Title:</b>						Administrative Secretary				
<b>Department/Division:</b>						Public Works/Administrative				
<b>Account Number:</b>						001-7011-541-1210				
<b>Group Plan:</b>						G3				
<b>Pay Grade/Step:</b>						G03				
<b>Salary:</b>						\$38,984				
<b>Submitted by (Print Name):</b>		Valentino Perez								
<b>Signature:</b>		Valentino Perez				Digitally signed by Valentino Perez Date: 2024.02.28 17:12:44 -05'00'		<b>Date:</b>		
<b>Reviewed by HR:</b>						<b>Date:</b>				
<b>Approved</b>	<input type="checkbox"/>	<b>Denied</b>	<input type="checkbox"/>	<b>HR Director</b>				<b>Date:</b>		
<b>Reviewed by Budget:</b>						<b>Date:</b>				
<b>Approved</b>	<input type="checkbox"/>	<b>Denied</b>	<input type="checkbox"/>	<b>City Manager</b>				<b>Date:</b>		
<b>Requires Council Approval Prior to Implementation:</b>							<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Human Resources Only – Proposed Effective Date:</b>										
<b>Council Approved</b>	<input type="checkbox"/>	<b>Update PC &amp; Budget PC Documents</b>	<input type="checkbox"/>	<b>Legislative Memo</b>	<input type="checkbox"/>	<b>HTE</b>	<input type="checkbox"/>	<b>Copy to Budget</b>	<input type="checkbox"/>	
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<b>ID Cards</b>	<input type="checkbox"/>	<b>Vacancy List</b>	<input type="checkbox"/>	<b>Notes:</b>						
<b>Implemented By (HR):</b>								<b>Date:</b>		