

To: **Mayor and City Council**  
Through: **Ryan Schroeder, City Manager**  
From: **Debra Gieseke, Human Resources Director**  
Date: **April 27, 2020**

## **2020-2021 General Services Pay Plan Amendment**

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### **BACKGROUND INFORMATION:**

Proposed changes to the current wage rates and positions are as follows:

1. IT Analyst II title change. Proposed Title: **IT Operations Technician**. Name change is to bring attention to the overall focus of this role, which is supporting the operations of the City. This position is also recommended to be changed to an Exempt role, which allows ease of supporting the multi-shifts of our employee base. This position will continue to focus on supporting the IT needs of the employees.
2. Building Maintenance Technician role. The position was reviewed when the incumbent vacated this role. The duties of this position has evolved into more of a custodial/preventative maintenance role. **We propose to eliminate this position.**
3. **Preventative Maintenance/Custodian** position. Proposal to add this role [replace the Building Maintenance Technician] to our general services hourly employee pay plan. This position will also take over the cleaning responsibilities that are currently handled by a 3<sup>rd</sup> party contractor. Pay range change is reflected on the plan.
4. **Administrative Specialist** – Department specific. Proposal is to have Administrative Specialist title for each department to provide a conformity to the department support roles. Currently there are multiple titles reflecting the same basic administrative skill needs. Proposal is to eliminate the following titles and to uniformly change the title to Administrative Specialist. No pay changes will occur with this change; employee holding these roles all fall within the current wage range of Administrative Specialist.

The following are proposed title deletions and replaced with Administrative Specialist

- Office Assistant
- Receptionist/Office Assistant

**FISCAL IMPACT:** This will have an overall positive impact on the 2020 budget.

### **STAFF RECOMMENDATION:**

We recommend the approval of the amended jobs and the attached General Services Salary and Hourly Pay Plans.