



MEMORANDUM

DATE: June 10, 2019
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Approve Change of Customer Service Specialist Position to a Job-Share Position

Budgeted Amount:
\$75,050

Estimated Amount:
\$68,710

Funding Source:
Salary Split

Council Should Consider

The Council should consider approving changing the Customer Service Position Specialist position to a job-share position.

Background

The City Council considered changing the Customer Service Specialist position to a job-share position at their April 15, 2019 work session and gave direction to move forward, they also approved staff to authorize to post for the job-share Customer Service Specialist position at their April 22, 2019 Council meeting. This approval is changing the position itself, there is a separate approval changing the incumbent's appointment to a job-share appointment. The current Customer Service Specialist is supportive of this change. This change will result in the incumbent Customer Service Specialist working an average twenty hours per week and the new hire will fill the remaining twenty hours. Following the approval, the new hire will work Mondays/Tuesdays and the incumbent will work Wednesdays/Thursdays and they will alternate Fridays. The new position will not offer benefits, but will accrue PTO on a pro-rated basis based on anticipated hours worked. The anticipated start date for this new schedule is July 1, 2019.

Budget Impact

This change will not negatively impact the budget as the position was originally budgeted as a full-time benefited position; this change will actually reduce the anticipated expenditures as benefits will not be offered to the job-share/part-time roles and the total salary will come in under the anticipated budget too. The full-time position salary and benefits was budgeted at \$75,050 for the year, the change to a job-share will cost approximately \$68,710 in 2019.