



DATE: June 10, 2019
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Appoint Sue Johnson to the Position of Job-Share Customer Service Specialist

Budgeted Amount: \$75,050	Estimated Amount: \$54,250	Funding Source: Salary Split
-------------------------------------	--------------------------------------	--

Council Should Consider

The Council should consider changing the appointment of Sue Johnson from a full-time Customer Service Specialist to a job-share/part-time Customer Service Specialist position at her current Grade and Step (Grade 7, Step 9, or \$27.92).

Background

The City Council authorized staff to post for a job-share/part-time position at their April 22, 2019 City Council meeting in preparation for changing the current full-time Customer Service Specialist position to a job-share position. There is a separate approval for the hiring of the new job-share Customer Service Specialist, this approval is to change the current Customer Service Specialist, Sue Johnson, from a full-time appointment to the new job-share appointment. Sue will remain at her current pay rate, and will keep her PTO accrual, but on a pro-rated basis. She will no longer be benefit eligible. This has been reviewed with Sue and she is supportive of this change. Sue has a conditional letter for this change pending Council approval.

Budget Impact

The hiring of this position 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 role and the total salary will come in under the anticipated budget too. The above numbers reflect the 2019 budget impacts, \$54,250 is what will be expended in 2019, the total cost of the job-share is estimated to be \$68,710 coming in under the \$75,050 budget.