



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

Budgeted Amount: \$75,050	Estimated Amount: \$14,460	Funding Source: Salary Split
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Council Should Consider

The Council should consider appointing Julie Horak to the job-share/part-time Customer Service Specialist position at Grade 7 Step 4 (\$24.08/hour).

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. The City received twenty-six applications, and brought forward six candidates for interviews (only four were actually interviewed due to two pulling out of the hiring process). Following the interviews, it was determined Julie Horak was the best candidate for the position, and has been extended a conditional offer letter that is pending Council approval. This position is non-benefited, but will accrue PTO on a pro-rated basis based on the normal personnel policy schedule.

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 represent the impact of the new hire for 2019, the revised cost for 2019 equates to \$68,710 for the year, the City has \$75,050 budgeted (i.e. this will come in under budget).