

# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** B 327-14

**Department Source:** Public Works

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** October 20, 2014

**Re:** Amending the FY2015 Annual Budget to Reassign Two Positions within the Public Works Department

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance

**Supporting documentation includes:** None

## Executive Summary

Staff is requesting to amend the FY 2015 Annual Budget to reassign an Equipment Operator I-773 in the Public Works Solid Waste/Landfill division; and an Administrative Support Assistant position in the Public Works Administration division.

## Discussion

During the City's Comp & Class study evaluation of all positions, staff understood that there would be Equipment Operator-I (EO-I) positions with Commercial Drivers License (CDL) and EO-I positions without CDL requirement. Staff has since been informed that EO-I positions do not require a CDL. Since the Landfill EO-I is intended to cover responsibilities such as roll-off service for the Small Vehicle Drop-Off, brush-hogging landfill property, running the water tank truck for dust control on landfill trafficways, operating the white goods baler, etc, which requires a CDL, staff is requesting that this position be reassigned to an EO-II.

With the recent resignation of an employee assigned to an Administrative Support Assistant (Grade B5) position, in the Public Works Administration division, provided an opportunity for staff to re-evaluate the duties assigned to the position, and determined that higher level responsibilities would be delegated; thereby qualifying the position as a Senior Administrative Support Assistant (Grade B6).

Staff from the Human Resources department has reviewed the department's request for the two position reassignments and has recommended approval.

## Fiscal Impact

Short-Term Impact: None

Long-Term Impact: None

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## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Not Applicable

Strategic Plan Impact: Not Applicable

Comprehensive Plan Impact: Not Applicable

## Suggested Council Action

Authorize amending the FY2015 Annual Budget to reassign two positions in the Public Works Department.

## Legislative History

None

  
\_\_\_\_\_  
Department Approved

  
\_\_\_\_\_  
City Manager Approved

Introduced by \_\_\_\_\_

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Council Bill No. B 327-14

### **AN ORDINANCE**

amending the FY 2015 Annual Budget by adding and deleting positions in the Public Works Department; reassigning positions in the Public Works Department; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The FY 2015 Annual Budget adopted by Ordinance No. 022207 is amended by adding the following positions to the Public Works Department authorized personnel:

Public Works – Solid Waste/Landfill Division

1.00 FTE	2300	Equipment Operator II-773	Grade A7	OT Non-Exempt
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Public Works – Administration Division

1.00 FTE	1006	Senior Administrative Support Assistant	Grade B6	OT Non-Exempt
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SECTION 2. The FY 2015 Annual Budget is further amended by deleting the following positions from the Public Works Department authorized personnel:

Public Works – Solid Waste/Landfill Division

1.00 FTE	2299	Equipment Operator I-773	Grade A6	OT Non-Exempt
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Public Works – Administration Division

1.00 FTE	1005	Administrative Support Assistant	Grade B5	OT Non-Exempt
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SECTION 3. The following reassignments are made in the Public Works Department:

Public Works – Solid Waste/Landfill Division

1.00 FTE	2299	Equipment Operator I-773	Grade A6	OT Non-Exempt–
reassigned to:				

1.00 FTE	2300	Equipment Operator II-773	Grade A7	OT Non-Exempt
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Public Works – Administration Division

1.00 FTE	1005	Administrative Support Assistant	Grade B5	OT Non-Exempt–
		reassigned to:		
1.00 FTE	1006	Senior Administrative Support Assistant	Grade B6	OT Non-Exempt

SECTION 4. This ordinance shall be in full force and effect from and after its passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor