2020 PERSONNEL REQUESTS

		NEW	REPLACEMENT	RECLASS	RECLASS	RECLASS	RECLASS	
2020 Budget	**Cost Center**	**Police 211 Part-time**	**Community Development 191 Full-Time**	**Administration 130**	**Community Development 191**	**Fire 220**	**Engineering 301**	
		Police Records Technician	**Planning Technician**	**Administrative Assistant to HR Generalist**	**Community Development Director to Deputy City Administrator**	**Fire Marshall to Assistant Chief/Fire Marshall**	**Engineering Tech III to Civil Engineer II**	
								TOTALS
6102	Full-Time Regular	-	59,496	1,225	3,712	6,273	1,820	72,526
6104	Part-Time Regular	27,594	-	-	-	-	-	27,594
6121	Pera	2,070	4,463	92	279	1,110	135	8,149
6122	FICA/Medicare	2,111	5,462	96	284	91	144	8,188
6131	Group Insurance	-	11,904	-	-	-	-	11,904
6151	Workers Comp	221	476	10	30	488	14	1,239
6105	Current Rec & Summer Interns)							-
	Total Funding Required	31,996	81,801	1,423	4,305	7,962	2,113	129,600
	Additional Expense:							-
	Other Revenue (funding)							-
	Annual Stipend					(4,565)		(4,565)
	Enterprise (Utility Funded)						(628)	(628)
	Phased Retirement of Comm Dev Asst.		(56,873)					(56,873)
	Add'l Net Funding Required	**31,996**	**24,928**	**1,423**	**4,305**	**3,397**	**1,485**	**67,534**
STATUS OF REQUEST		**NEW**	REPLACEMENT	Position Reclass	Position Reclass	Position Reclass	Position Reclass	
		(Step 1)	(Step 1)	(Step 3)	(Step 6)	(Step 3)	(Step 4)	
		1305 Hours	2088 Hours	2088 hours	2088 hours	2088 hours	2088 hours	
		$21.145 /hr	$28.494 /hr	$28.062/hr	$62.355/hr	$43.679/hr	$36.195/hr	
	Full-Time Equivalent	0.625	1	Currently FT	Currently FT	Currently FT	Currently FT	
	PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours	**This position is the primary contact for customer service requests of the the police department office. The Police Records Technician processess and provides police reports to other criminal justice partners, insurance companies, and the public while complying with the MGDPA and other regulatory restrictions. The position compiles police statistical information/analysis and the duplication/dissemination of police squad videos.**	**This is a replacement position to be phased over the next 24 months. The current Community Development Assistant will begin phased retirement 1/1/2020. This position was presented at a council worksession on June 11, 2019. Position will split their time between coordinating land use applications and key contact for code enforcement management.**	**Current position has taken on more independent HR work including assisting employees with benefits and benefit changes, collaborating with payroll, overseeing city's employee FMLA administration, serving as point of contact for employee First Reports of Injury/workers compensation interactions as well as managing all on-line NeoGov recruitments.**	**This position was upgraded in 2018 to add additonal responsibilities as Acting City Administrator. As part of this upgrade, the position assumed a greater role in supporting the City Administrator. The proposed position provides a role that develops skillsets and experiences in line with City Administration and creates a succession planning opportunity. New duties are to include, but not limited to: cross functional administrative project leadership, capital development project administration, and management analysis for the organization.**	**Current full-time Fire Marshall also has paid on-call responsibility as Assistant Chief. This request will combine both positions and eliminate paid on-call position. The additional responsibilities of the position are to assist in the overall planning, implementation, supervision and direction of the Fire Department along with the development, coordinating and scheduling of fire/EMS training. This position will also assist the Fire Chief in implementing policy and direction to improve operational readiness and support responding firefighters.**	**This position reclassification recognizes the achievement of successfully passing the Professional Engineer's examination and achieving a license to practice as a Professional Engineer under the laws of the State of MN. Obtaining a PE license will allow the employee to legally sign engineering studies, reports, plans and documents on behalf of the city. The primary duties of the employee generally remain the same, except the employee is now eligible to sign off on behalf of the city those documents noted above, which will also enable the employee to assume additional duties with added responsibilities over time.**	