

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: February 9, 2021

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources Director

Requested Motion

Motion to approve increasing the authorized FTE of the Fire Department's Senior Program Support Specialist position from .875 (35 hrs/week) to 1.00 (40 hrs/week)

Approval Recommended?

Yes

Item Details

The Fire Department's Senior Program Support Specialist has worked for the town since March 25, 1996. Throughout that time, she has been classified as part-time and has worked a schedule of 35 hours per week. While this was sufficient for many years, the growth in size and complexity of the Fire Department now makes it difficult for the position's duties to be completed during a 35-hour week. For some time now, the employee has been regularly working up to 40 hours per week in order to complete all of the job's duties. The budget impact of increasing the position from 35 to 40 hours per week is roughly \$14,000, annually.

This item was presented to the Personnel Committee on January 28, 2021, and unanimously approved.

Attachments

- N/A

