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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 the addition of the Athletics & Grounds Maintenance Worker I and II (Grade 13), Athletics Technician (Grade 14), and Parks Operations Worker I and II (Grade 15) to the Town's Position Classification Plan. Approve the reclassification of the Athletics and Grounds Specialist position from Grade 14 to 15, the reclassification of the Parks Operations Technician position from Grade 16 to 15, and the Parks Operations Specialist position from Grade 15 to 16.

Approval Recommended?

Yes

Item Details

The Parks Operations and Athletics & Grounds Divisions of the Parks, Recreation, and Cultural Resources Department are updating their position titles to allow for the continued practice of career progression opportunities, while also recognizing positions that require a higher level of complexity and/or responsibility. For each division (Athletics & Grounds and Parks Operations), there will be a Worker I and Worker II position, where employees can advance in levels by meeting certain criteria, such as achieving certifications and growing in experience in their career field. Both divisions will also have a Technician and Specialist classification, that will not be included in the automatic advancement of the career progression program, but will allow for growth within the department as employees gain experience and meet qualifications to compete for the positions, as they become available.

A summary of the proposed position titles and salary grades are below.

	ATHLETICS & GROUNDS	PARKS OPS
WORKER I AND WORKER II*	13	14
TECHNICIAN**	14	15
SPECIALIST**	15	16

*Career Progression position. Employee advances by meeting defined criteria. Results in 5% increase, but grade remains the same.

**Separate classification requiring a significantly higher level of skill or responsibility, warranting a higher grade. This is not part of the career progression and an employee must apply for and compete to be hired into the position.

If the new positions titles are approved, position titles of existing employees will be updated to reflect the new titles, and employees identified as being within a year of reaching the existing career progression plan may be grandfathered under the existing rules and conditions.

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

Attachments

- N/A

