

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 14, 2021

Item Details

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

Department(s): Human Resources

Requested Motion

Motion to approve 6 additional full-time positions (FTEs) for the Administration (4 FTEs), Human Resources (1 FTE), and Economic Development (1 FTE) departments, and the associated budget amendment.

Approval Recommended?

Yes

Item Details

Town Administration met with the Personnel Committee on August 27, 2021 to discuss the need for six (6) additional full-time positions, listed below. These positions are being requested mid-year in order to prepare the Town for projects and initiatives that will be underway prior to the development of the next fiscal year budget. All six (6) positions were unanimously approved by the Personnel Committee.

1. Receptionist for Town Hall (Administration) - This position will serve as the first point of contact for all Town Hall visitors. Not only will it provide a warm welcome and directory of services for Town Hall visitors, but will also allow for increased security in the building.
2. Diversity, Equity, and Inclusion Director (Administration) - This position will oversee the Diversity, Equity, and Inclusion efforts of the Town, evaluating needs and building out DEI programs to meet both internal and external DEI initiatives. This position will oversee the DEI Officer position that was approved this past year.
3. Legislative Aide to Council (Administration) - This position will serve as a resource to Town Council Members, with duties including, but not limited to: providing aide and information on municipal legislative processes; maintaining Council schedules & calendars; assisting with the development of public policies; planning, coordinating, and marketing Council-related events for Council Members individually, or as a whole; and carrying out administrative tasks for members of Council.

4. Fiscal Analyst (Administration) - This position will manage and oversee the America Rescue Plan Act grant and other grant processes, including: monitoring and tracking costs, overseeing sub-recipients, collaborating with external and internal partners, filing periodic required reports with the Treasury Department, and creating transparent reporting for the Town.
5. HR Data & Systems Administrator (Human Resources) - This position will manage the various HR Systems (HRIS/ERP, recruiting, performance management, learning management, etc.) as well the data integrity and governance of HR related data. The position will be responsible for configuring and testing HR systems, training Town departments on the various systems, managing data file feeds between systems and external vendors, and serving as the lead contact on any HR-related ERP updates, testing, implementations, conversions, etc.
6. Program Support Specialist (Economic Development) - this position was created in 2019 as a Limited Service position (LSE). Since that time, with the addition of new ED positions and programs, the position has grown and now requires full-time hours to effectively support the Economic Development department and its programs.

Budget Ordinance Amendment 5 includes personnel costs for the positions including salary and benefits for the prorated portion of the fiscal year based on anticipated hiring date. Also included are funds for technology and hardware onboarding and capital outlay for creation of workspace.

Attachments

- Budget Ordinance Amendment 5

