



REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 13, 2023

AGENDA ITEM: Consider creation of Maintenance II position and rate of pay at the Civic Center, hire Civic Center PT employees, and re-classify employee

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The Civic Center would like to create a PT Maintenance II position. Currently, the Civic Center has a PT Maintenance I position, which is more of an entry to mid-level position. Dale Anderson, Director of Parks and Recreation, is requesting a PT Maintenance II position be created to accommodate a maintenance position at the Civic Center with additional duties and responsibilities. Part-time employees placed in this position would have five (5) years of maintenance experience, which will be reviewed and determined by Human Resources, and the rate of pay set at \$18.00 per hour.

Dale Anderson is recommending hiring the following employees:

John Arnold as Civic Center PT Maintenance II worker beginning November 14, 2023, at \$18.00 per hour;

Jack Hoover as Civic Center PT Maintenance I worker retroactive to October 1, 2023, at \$15.00 per hour.

Also, with the creation of a PT Maintenance II position, beginning November 14, 2023, we would like to move James Carlson from a PT Maintenance I position to a PT Maintenance II position at \$18.00 per hour.

These salaries are included in the 2023 and 2024 Civic Center and Parks and Recreation budgets.

REQUESTED COUNCIL ACTION:

Make a motion to create a PT Maintenance II position at the Civic Center with a starting salary of \$18.00 per hour, approve hiring John Arnold as Civic Center PT Maintenance II worker beginning November 14, 2023, at \$18.00 per hour, and Jack Hoover as Civic Center PT Maintenance I worker retroactive to October 1, 2023, at \$15.00 per hour.