



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Dec. 12, 2022
Department:	Administrative Services
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Bizzell
Communications Manager Catherine Wright

ITEM TO BE CONSIDERED

Subject: Classification and pay amendment

Attachments:

None

Summary:

With the recent resignation of the town's web developer/assistant communications manager, it was determined that the Communications Division would benefit from moving away from an internal web developer and adding a communications specialist. The web developer/assistant communications manager position is in Grade 11 with a salary range of \$55,716 - \$89,146. The reclassification to communications specialist would bring the position to grade 10 with a salary range of \$53,063 - \$84,901. The division is seeking to contract for services to maintain the current site until a replacement site is implemented or a determination is made to continue developing the current site through contracted services.

The Communications Division also would benefit from increasing the full-time equivalency (FTE) for Communications Specialist Cheryl Sadgrove from .75 to .88 in December (5 additional hours) and then from .88 to 1 FTE beginning Jan. 2, 2023 (another additional 5 hours). Staff had planned to make this request in the new year but is requesting it now due to the vacancy. The graduated increase in hours is preferred by Sadgrove. In the new year, staff expects to also request a reclassification of Sadgrove's position to capture and expand engagement duties, including leading the restarted Government 101 program and coordinating community engagement meetings.

A correction on the pay schedule is needed to the deputy utilities director position title to add "water treatment." The full classification or position title will be deputy utilities director – water treatment.

Financial impacts:

No significant financial impacts.

Staff recommendation and comments:

Approve the reclassification of web developer/assistant communications manager to communications specialist. Approve updated pay schedule. Approve current Communications Specialist Cheryl Sadgrove's FTE to .88 for the month of December and to 1 FTE beginning in January 2023.

Action requested:

Approve the reclassification of web developer/assistant communications manager to communications specialist. Approve updated pay schedule. Approve current Communications Specialist Cheryl Sadgrove's FTE to .88 for the month of December and to 1 FTE beginning in January 2023.