



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sharon Hanson and Sheila Dubs																											
Meeting Date:	Tuesday, February 28, 2023																											
Category:	CONSENT AGENDA																											
Type:	ACTION																											
Subject:	Consider approval of an amendment to the Community Services organizational structure																											
Background Information:	<p>At the December 13, 2022 City Council meeting, the Council approved a reorganization of the Community Services Division. Following additional review, Staff are proposing an amendment to replace the temporary Office Helper position with a part-time Office Assistant/Receptionist position. This position would be scheduled 24 hours per week to support the customer service needs at the reception desk and provide support for the work of community recreation and community education programming. Hiring this position as part-time instead of temporary allows for greater continuity of service and less staff time throughout the year to train in several temporary employees. The part-time Office Assistant/Receptionist would not be benefit eligible.</p> <p>The Personnel Committee met to review this proposal and has unanimously recommended approval for staff to bring the item to the Council.</p> <p>A proposed organizational chart is attached.</p> <p>Office Assistant Receptionist wage schedule:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>Step A</th> <th>Step B</th> <th>Step C</th> <th>Step D</th> <th>Step E</th> <th>Step F</th> <th>Step G</th> <th>Step H</th> <th>Step I</th> <th>Step J</th> </tr> <tr> <td>20.16</td> <td>20.83</td> <td>21.50</td> <td>22.16</td> <td>22.81</td> <td>23.49</td> <td>24.32</td> <td>25.15</td> <td>25.98</td> <td>26.81</td> </tr> </table> <p>Temporary Office Helper (Office Assistant) wage schedule:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>12.50</td> <td>13.00</td> <td>14.00</td> <td>15.00</td> <td>16.00</td> <td>17.00</td> <td>18.00</td> </tr> </table>	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	20.16	20.83	21.50	22.16	22.81	23.49	24.32	25.15	25.98	26.81	12.50	13.00	14.00	15.00	16.00	17.00	18.00
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Fiscal Impact:																												
Alternative/ Variations:	Decline approval and maintain existing department structure.																											
Recommendations:	That the Council approve the amended Community Services organizational structure.																											