



## Legislation Details (With Text)

<b>File #:</b>	DIS 18-030	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Discussion	<b>Status:</b>		Agenda Ready	
<b>File created:</b>	3/5/2018	<b>In control:</b>		City Council Workshop	
<b>On agenda:</b>	3/20/2018	<b>Final action:</b>			
<b>Title:</b>	Discussion of issues relating to the update of the City's Classification Scales.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. city engineer job desc, 2. Reference Assistant--Job Desc, 3. Reference Librarian--Part Time 2018, 4. PT PR-Marketing Assistant - Job Description, 5. 2017_18 Classification Scales rev March 2018_cty engr_pt ref librarian_PR mktg asst, 6. Ordinance				

Date	Ver.	Action By	Action	Result
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Discussion of issues relating to the update of the City's Classification Scales.

### Summary:

Discussion of issues relating to an ordinance to add a City Engineer and a Part-Time Reference Assistant to the City's Classification Scales and to change the classifications of the Digital Media Specialist and the Part-Time Reference Librarian.

Justification for the Library roles: With the changes made in the renovation, the Reference Desk has to be covered during open hours. Since we are open more than 40 hours a week, we have to have multiple people working at that desk. Without these part-time positions we have to cover the desk using existing staff. This means that other staff, some not formally trained in reference work, have to take time away from their other duties to cover the desk.

Justification for the change from Digital Media Specialist to PR/Marketing Assistant: Need for this part-time role to be expanded from digital media responsibilities to also assist with public relations and outreach efforts including advertisement design and presence at live events.

Justification for the City Engineer role: This role will take on several duties of the Stormwater Specialist, which will be eliminated. The city engineer will be a Registered Professional Engineer Licensed to practice in Texas and will be responsible for "in-house" engineering design for projects including but not limited to water, sewer, streets, and drainage infrastructure, including certifying city plans with his PE license; responsible for developing bid documents, detailed construction estimates, and oversight of the bidding process; supervising and monitoring construction inspectors overseeing projects and holding progress meetings with contractors; assisting developers with the prompt resolution of issues and streamlining the development approval process; assist in long range planning support for city capital improvements projects, and responding to and resolving difficult and sensitive citizen inquiries and complaints.



**Fiscal/Budgetary Impact:**

Estimated less than \$18,000.00 for partial year and offset of existing Stormwater role. No additional funds estimated to be needed for the PR/Marketing role.

Discussion only in workshop. An item to consider an ordinance to amend the classification scales is on the March 20, 2018 regular meeting agenda.