

# FACTSHEET

**Instructions:** If a question does not apply, **DO NOT DELETE IT**, just put "NA". Please try to keep it to **ONE** page only. Submit **one original**, with your Request Form, to City Clerk.

**TITLE:**  
Request to create the classification 0607 – Human Resources  
Generalist – E05 – \$42,282.24-\$53,980.16

**BOARD/COMMITTEE:**  
Personnel Board

**APPLICANT:**  
Doug McDaniel

**RECOMMENDATION:**  
For

**STAFF RECOMMENDATION:**

**OTHER DEPARTMENTS AFFECTED:**  
Human Resources

**SPONSOR:**  
Human Resources

**OPPONENTS:**

**REASON FOR LEGISLATION:**

Request to create the classification 0607 – Human Resources Generalist – E05 – \$42,282.24-\$53,980.16

**DISCUSSION / FINDINGS OF FACT:**

This is a new position that is being developed for the Human Resources department. It will replace a vacant clerical support position and is in the budget. The intent is to have a professional level position available to rotate through certain areas of the department to assist with duties when workloads are high or at peak service times such as open enrollment.

**POLICY OR PROGRAM CHANGE:**      Yes      No

**OPERATIONAL IMPACT ASSESSMENT:**     NA

**COST OF TOTAL PROJECT:**

**RELATED ANNUAL OPERATING COSTS:**

**SOURCE OF FUNDS:**     General

**CITY:**

**NON-CITY:**

**FACTSHEET PREPARED BY:**     Doug McDaniel

**DATE:**     10-16-14

**REVIEWED BY:**

**DATE:**