



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: March 21, 2016

Re: Amending the FY 2016 Annual Budget to add and delete positions in the Finance Department

Executive Summary

The Finance Department has requested the addition of 1.0 FTE Administrative Technician and the elimination of 1.0 FTE Sr. Administrative Support Assistant. Classification/pay grade information is listed below.

Discussion

The Finance Department is requesting a reorganization of the Finance Administration division by adding the position of an Administrative Technician and eliminating the Sr. Administrative Support Assistant. The FY16 Annual Budget must also be amended to:

Add

1.0 FTE Administrative Technician, job code 1400, pay grade B8, overtime eligible

Delete

Eliminate 1.0 FTE Senior Administrative Support Assistant, job code 1006, pay grade B6, overtime eligible

Staff believes the new position requested reflects the level of responsibility necessary to perform advanced professional level work involving a variety of business management and support functions, including, but are not limited to, procurement, inventory, office maintenance, departmental contract management, travel and records management for the department.

Fiscal Impact

Short-Term Impact: There will be no fiscal impact for FY2016 as we will use temporary position funds to offset the costs.

Long-Term Impact: Long-term impact approximately \$9,371 a year.

Vision & Strategic Plan Impact

Vision Impacts:

Primary Impact: Community Facilities & Services, Secondary Impact: Secondary, Tertiary Impact: Tertiary



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
	None

Suggested Council Action

Approve the amendment to the FY2016 Annual Budget to add one (1) FTE Administrative Technician; and delete one (1) FTE Senior Administrative Support position.