



Department Source: Community Development - CDBG/Home

To: City Council

From: City Manager & Staff

Council Meeting Date: November 6, 2017

Re: Proposed Position Reassignment in Community Development

Executive Summary

Approval of the requested action would authorize reassignment of an existing Senior Administrative Support Assistant position to an Administrative Technician position in support of the CDBG/HOME Program administration.

Discussion

The Community Development Department is requesting reassignment of an existing classification from a Senior Administrative Support Assistant position to an Administrative Technician position. The request does not add or reduce the authorized strength of the Department. Approval would upgrade one Full-Time Equivalent (FTE) from Pay Grade B6 to Pay Grade B8. The Administrative Technician will assist the Housing Program Supervisor in the administration of Housing and Community Development Programs (CDBG/HOME/Community Land Trust).

The position in question is currently vacant. In conferring with the Housing Program Supervisor, Neighborhood Services Manager, City Manager's Office, and Human Resources Department, we have determined that such an upgrade is appropriate to meet the demands on the four-person work unit that plans and administers the Community Development Block Grant and HOME Investment Partnerships Grant. Recently the Housing Program Supervisor and staff has taken on additional duties; namely, support of the Columbia Community Land Trust.

Besides the Housing Programs Supervisor and the Senior Administrative Support Assistant, staff includes two full-time Housing Specialists. To have a support staff person with grant management, budget reconciliation, and research/report preparation skills would be the ideal fourth team member. The upgrade from B6 to B8 should enable the Department to recruit a staff person with the desired skills.

Fiscal Impact

Short-Term Impact: There is no impact for the current fiscal year since the cost of the reassigned position for the remainder of this fiscal year will be lower than the cost of a full year of the Sr. ASA position. The position has been vacant for the whole fiscal year.

Long-Term Impact: Future year difference between old and new positions is estimated at \$10,819 and will be offset by dedicated revenue streams which will be appropriated as a



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701 East Broadway, Columbia, Missouri 65201

part of the next year's budget process. The increased skill level of the position will allow the Department/Division to function and grow more efficiently.

Strategic & Comprehensive Plan Impacts

Strategic Plan Impacts:

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

Comprehensive Plan Impacts:

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Economic Development, Tertiary Impact: Mobility, Connectivity, and Accessibility

Legislative History

Date	Action
None	None

Suggested Council Action

Approval of the attached Amendment to the City of Columbia Classification and Pay Plan FY 2018