

1 From the Committee on, Reporting on:

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File No.

4

5 (ITEM NO.) A resolution requesting to abolish 1.0 FTE Clerical Specialist Parks (title code
6 01297, pay range 05P) and create 1.0 FTE Parks POS Specialist (title code TBD, pay range
7 20).

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A RESOLUTION

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11 WHEREAS, the Department of Parks, Recreation, and Culture (Parks) seeks to align
12 position authority with the duties currently performed in the Concessions Division; and

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14 WHEREAS, the Concessions Division current contains a Clerical Specialist Parks
15 which performs duties beyond those assigned to the Clerical Specialist series and

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17 WHEREAS, the position in question is responsible for payroll processing, point of
18 sale support, technology support, tracking financial information, and analyzing operations
19 of the Concessions Division; and

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21 WHEREAS, the Concessions Division generates approximately \$8.5 million in
22 revenue annually; and

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24 WHEREAS, the fiscal impact of this position action would be an annual net cost
25 increase of \$560; and

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27 WHEREAS, a review by Human Resources of the duties assigned to the new
28 position resulted in the recommended title and pay range; and

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30 WHEREAS, the Department of Administrative Services, Fiscal Affairs recommends
31 that the following request effective April 25, 2013, be approved: abolish 1.0 FTE Clerical
32 Specialist Parks (title code 01297, pay range 05P) upon vacancy and create 1.0 FTE Parks
33 POS Specialist (title code TBD, pay range 20); now, therefore

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35 BE IT RESOLVED, that the following position actions are approved, for the
36 Department of Parks, Recreation, and Culture,:

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<u>Action</u>	<u>Title</u>	<u>No. of FTEs</u>	<u>No. of Positions</u>
Abolish*	Clerical Specialist Parks	1.0	1
Create	Parks POS Specialist	1.0	1

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*Position to be abolished upon vacancy