

**City of Carson City  
Agenda Report**

**Date Submitted:** April 18, 2014

**Agenda Date Requested:** May 1, 2014

**Time Requested:** Consent

**To:** Mayor and Supervisors

**From:** Parks and Recreation Department

**Subject Title: For Possible Action:** To approve a reclassification of an Administrative Assistant to a Business Manager within the Parks and Recreation Department. (Roger Moellendorf)

**Staff Summary:** The employee is currently performing the duties that are appropriate for a Business Manager position. The employee was erroneously downgraded from an Administrative Assistant II grade 19 to an Administrative Assistant grade 15 on June 3, 2010 due to an adjustment through conversion to the P2K system. This demotion was made without performing a job audit or without notifying the employee or the employee's supervisor, the department director. This situation wasn't discovered until July 1, 2013 after the employees performance evaluation revealed that the employee was topped out and not eligible for a full merit increase. The Internal Finance Committee approved bringing this reclassification request to the Board of Supervisors on March 12, 2014 with the recommendation that if approved the reclassification would take effect July 1, 2014.

**Type of Action Requested:** (check one)  
 Resolution  Ordinance  
 Formal Action/Motion  Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to approve a reclassification of an Administrative Assistant to a Business Manager within the Parks and Recreation Department.

**Explanation for Recommended Board Action:** The tasks, duties and responsibilities of this employee are most closely aligned with those of a Business Manager and in fact the employee's responsibilities are very similar to other Business Managers within the City organization. The employee was originally classified as an Administrative Assistant I. Through budget cuts the department eliminated two and half management assistants, thus increasing the work load and responsibilities of this employee. On July 1, 2009 the employee was promoted to an Administrative Assistant II, grade 19 based on the added responsibilities the employee was given. The employee is responsible for the supervision of two management assistants, tracks departmental budgets, audits payroll, audits and tracks all grants, is the departmental administrator of the Active Strategies program, supervises the department's rental and reservation system, plans, monitors and oversees the departmental office work flow, supervises the posting of departmental public meeting notifications and the assembling and distribution of departmental Board Action Reports and agendas for all four of the advisory committees that the Parks and Recreation Department serves.