

**City of Carson City
Agenda Report**

Date Submitted: December 5, 2014

Agenda Date Requested: December 18, 2014

Time Requested: 10 Minutes

To: Mayor and Supervisors

From: Senior Center

Subject Title: For Possible Action: To approve a reclassification of a Management Assistant 6 classified position to a Department Business Manager, unclassified Grade M1 position, within the Senior Center. (Janice McIntosh)

Staff Summary: The Management Assistant position is a key position within the Senior Center operations and the job duties have expanded over the last couple of years to include greater fiscal and personnel responsibilities. The City Manager approved bringing this reclassification request to the Board of Supervisors with the recommendation of approval.

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 a Management Assistant 6 classified position to a Department Business Manager, unclassified position, within the Senior Center.

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 is responsible for the supervision of 8 individuals plus volunteers, tracks departmental budgets, audits payroll, audits and tracks all grants, assumes the duties of Director when the Director is unavailable, plans, monitors and oversees the departmental office work flow, supervises the posting of departmental meeting notifications and the assembling and distribution of agendas.

Applicable Statute, Code, Policy, Rule or Regulation: N/A.

Fiscal Impact: Current fiscal year impact \$2,049. Maximum impact when position is topped out is \$34,205.

Explanation of Impact: If approved, there is no estimated City impact as the additional money will come from the Carson City Senior Citizens Center, Inc.

Funding Source: Carson City Senior Citizens Center, Inc.

Alternatives: Do not approve the re-classification request.

Supporting Material:

Prepared By: Marena Works
Marena Works, Deputy City Manager

Date: 12/19/14

Reviewed By: _____
Janice McIntosh, Senior Center Director

Date: 1/1

Nick Marano
Nick Marano, City Manager

Date: 12/19/14

Joseph L. Ward
District Attorney's Office

Date: 12/19/14

Unlabeled Signature
Finance Department

Date: 12/19/14

Board Action Taken:

Motion: _____

1: _____ Aye/Nay

2: _____

(Vote Recorded By)