

SUBJECT: APPROVING THE RECLASSIFICATION OF A REGULAR, FULL-TIME ADMINISTRATIVE ASSISTANT AND A REGULAR, FULL-TIME MECHANIC I, TO TWO REGULAR, FULL-TIME MECHANIC II POSITIONS FOR THE FLEET DIVISION OF EMERGENCY SERVICES.

AGENDA OF: February 21, 2023

Assembly Action: Approved under the consent agenda.
02/21/23.
(SP)

MANAGER RECOMMENDATION: Present to the Assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: MB

Route To:	Department/Individual	Initials	Remarks
	Originator	CL	
	Emergency Services Director	KB	
	Finance Director	CL	
	Borough Attorney	NS	
	Borough Clerk	Jan 2/18/23	SP

ATTACHMENT(S): Fiscal Note: YES X NO
Resolution Serial No. 23-012 (1 pp)

SUMMARY STATEMENT:

The Emergency Services Department requests authorization to reclassify an Administrative Assistant and a Mechanic I position to two, Mechanic II positions effective as of the date of this assembly meeting.

The Administrative Assistant position is currently vacant due to a resignation. The needs of another mechanic position currently outweigh the need to fill a full-time administrative position. The new Mechanic II position will be posted as a Mechanic I/II, and if a candidate is hired at a level one, they will be compensated as such until they meet the criteria of a Mechanic II, and then will be paid at the level of a Mechanic II.

The Mechanic I position is also currently vacant due to a

resignation, but in the process of being filled through the hiring process. In changing this to a Mechanic II position, the intended plan of progression will be that if a person is hired into the position as a Mechanic I and subsequently meets the criteria of the reclassified Mechanic II position, they will then be compensated at the higher level of a Mechanic II. Until such time as they meet the Mechanic II qualifications, they will remain being paid as a Mechanic I.

Reclassifying an Administrative Assistant to a Mechanic II position will result in an increased annual cost of \$18,394 if the position is filled with a qualified Mechanic II. The additional annual operational costs to reclassify a Mechanic I to a Mechanic II will be \$5,920 if the position is filled with a qualified Mechanic II. This totals an additional annual operational cost of \$24,314 if both positions are paid at Mechanic II levels for an entire year. The cost will be funded from the approved Fiscal Year 2023 operating budget.

This position reclassification will enable the Emergency Services Fleet Division to have the flexibility to hire either level one or level two mechanics with the Mechanic II position, and the ability to promote within the same job description when the employee meets the qualifications of the higher level Mechanic II.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: February 21, 2023

SUBJECT: Approving the reclassification of a regular, full-time Administrative Assistant and a regular, full-time Mechanic I, to two regular full-time Mechanic II positions for the Fleet Division of Emergency Services.

ORIGINATOR: Ken Barkley

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED <i>~ \$24,314 annually</i>	FUNDING SOURCE <i>Emergency Services Budget</i>
FROM ACCOUNT # <i>100.160.111.3XX</i>	PROJECT
TO ACCOUNT :	PROJECT #
VERIFIED BY: <i>Amie Munk</i>	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Personnel Services	<i>24.3</i>					
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING	<i>24.3</i>					

CAPITAL						
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund	<i>24.3</i>					
State/Federal Funds						
Other						
TOTAL	<i>24.3</i>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: *Chespenacker* DATE: *2/3/23*
 APPROVED BY: _____ DATE: _____