



STAFF REPORT AND FISCAL IMPACT NOTE

Resolution: R-12-19

Title: Civil Service Positions and Classifications – Risk Management Administrator

Date: March 6, 2019

STAFF REPORT

This resolution abolishes the Risk Analyst position in the Finance Department and creates the Risk Management Administrator. The Director of Human Resources recommended changes to the job description and grade because the duties of the position exceed the current pay grade and we were not able to get applicants with the required experience at the current grade. The Civil Service Board approved the recommendation.

Prepared by: Jodee Dickinson, Finance Director

FISCAL IMPACT

The salary for the Risk Analyst position ranges from \$54,105 to \$91,209. The salary for the proposed Risk Administrator position ranges from \$62,526 to \$105,405.

Presuming the new position is filled at the midpoint in the range, the approximate fiscal impact in fiscal year 2019 is \$1,500, and the Finance Department has adequate attrition to absorb this in its budget. The fiscal impact in fiscal year 2020 will range from \$10,000 to \$17,000, including benefits and depending on the salary at which the position is filled.

Prepared by: Jodee Dickinson, Finance Director