

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Municipal Services**

AGENDA DATE: **02/01/055**

CONTACT PERSON/PHONE: **Municipal Services, Jeffrey Belles, (915) 621-6822**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

APPROVE Staffing Table Change Request.

BACKGROUND / DISCUSSION:

Less workload for roofing repairs and more need for maintenance mechanics.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

No additional funds will be required already budgeted for FY05.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

DATE: 01/06/05

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 2/1/05

INITIALS: JCB-411

Date sent to Personnel:
REQUESTED EFFECTIVE DATE:
01/06/05

DEPARTMENT NAME: MS Building Maintenance	(1) HR DEPARTMENT ID 31010326	(2) ATTACHED DOCUMENTATION <input checked="" type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart
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A=add

D=delete (3) (4) (5) (6) ACTIONS (7) *R/T/C = Regular, Temporary, Contract.
*Position Type *L/U = Classified, Unclassified

A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000PorG0000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
D	1	1	COFEP	31010326-01101-31001	00006458	370900	ROOFER	GS 16	R	L
A	1	4	COFEP	31010326-01101-31001		342200	MAINTENANCE MECHANIC II	GS 19	R	L
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							

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(8) Purpose: Streamline Expanded Program New Program New Facility Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S):
LESS WORK LOAD FOR ROOFING REPAIRS AND MORE NEED FOR MAINTENANCE MECHANICS.

(10) DEPARTMENT ORGANIZATION/OPERATIONS ANTICIPATED IMPACT ON:
(11) DEPARTMENT BUDGET

(12) DEPARTMENT HEAD SIGNATURE: *Jeffrey D. Bellas* DATE: 1/4/05
BUDGET CHANGE: Required Attached *NOT REQUIRED.*
AMOUNT ADDITIONAL FUNDS

Requested CC and CG is Appropriate *MS*
 Change Class To
 Change Grade To
PERSONNEL DEPARTMENT RECOMMENDATION
COMMENTS
PERSONNEL DIRECTOR: *Jerry Bond* DATE: 1-10-05

COMMENTS: O.M.B RECOMMENDATION / C.A.O. APPROVAL

RECOMMENDATION
 Position(s) Recommended
 Position(s) Not Recommended
CHIEF FINANCIAL OFFICER
CHIEF ADMINISTRATIVE OFFICER: *David A. Hunt* 1-18-05

RECEIVED

APPROVED: _____ DATE: _____

JAN 07 2004

HUMAN RESOURCES DEPT.