

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

DEPARTMENT: Airport

AGENDA DATE: 02/15/05

CONTACT PERSON/PHONE: Airport, Pat Abeln, (915) 772-4271

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE: Staffing Table Change

BACKGROUND / DISCUSSION:

The Airport Operations Officer was reclassified to Airport Security Coordinator to reflect the additional responsibilities of serving as the primary contact for all security related activities and ensuring compliance with an maintaining the Airport Security Program.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Salary and benefits have been budgeted for FY/05.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

Per Civil Service Commission action on 01/27/05.

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

LEGAL: (if required) LM

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: 1/28/05

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 2-15-05

INITIALS 2005-45

Date sent to Human Resources:

DEPARTMENT NAME: Airport	(1) HR DEPARTMENT ID 62	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE:
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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
A	1		COFEP	62620001-40101-62000		5318	Airport Security Coordinator	PM 79	R	L
D	1		COFEP	62620001-40101-62000		5319	Airport Operations Officer	PM 77	R	L
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							

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

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): Per CSC action of 1/28/05 wherein an Airport Operations Officer was reclassified to Airport Security Coordinator to reflect the additional responsibilities of serving as the primary contact for all security related activities, and ensuring compliance with and maintaining the Airport Security Program

ANTICIPATED IMPACT ON:

(10) DEPARTMENT ORGANIZATION/OPERATIONS	(11) DEPARTMENT BUDGET
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(12) DEPARTMENT HEAD SIGNATURE: Patrick A. Abeln, Director of Aviation	DATE:	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS
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<input checked="" type="checkbox"/> Requested CC and CG is Appropriate <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	COMMENTS	HUMAN RESOURCES DIRECTOR <i>[Signature]</i>	DATE 2/1/05
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COMMENTS: OK na 2/2/05

O.M.B RECOMMENDATION / CITY MANAGER APPROVAL

RECOMMENDATION <input checked="" type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER	CITY MANAGER <i>[Signature]</i>
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APPROVED: 2-3-05

DATE

CSC approved

FEB 01 2005