

# Agenda Item Form

Agenda Date: 08/17/04

Districts Affected: All

Dept. Head/Contact Information: Parks & Recreation Department, Norman Merrifield, 541-4331

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                    | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                    | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement              | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                  | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                         | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Temporary Appointment</u> |   |  |

## Funding Source:

- General Fund  
 Grant (duration of funds: \_\_\_\_\_ Months)  
 Other Source: \_\_\_\_\_

## Legal:

- Legal Review Required      Attorney Assigned (please scroll down): None       Approved       Denied

Timeline Priority:  High       Medium       Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Building Maintenance Worker I Position - needs to be filled on a temporary basis until permanent employee returns from leave.

Laborer Position - needs to be filled on a temporary basis until a permanent employee can be hired.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

## Statutory or Citizen Concerns:

N/A

## Departmental Concerns:

N/A

08-17-04

17-Aug-04						
TEMPORARIES:						
REASON	POSITION	DEPT.	FUND SOURCE	ACCT. #	Salary	REQ #
replace- on leave	Building Maintenance Worker I	P & R	P & R Parkways Maint	51010256-01101-51095	\$826.26	^040864
temp only	Laborer	P & R	P & R Parkways Maint	51010256-01101-51095	\$685.96	040790
PROVISIONALS:						
no list	Carpenter	Airport	Airport Terminal	62620005-40101-62010	\$882.15	040869

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Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experience | Comps/Accomps | Hire

Job Requisition #: 040864      Status: Open-HR      Status Date: 08/09/2004

Position Number:

\*Business Unit: COFEP      DeptID: 51010256      P & R Parkways Maintenance  
Job Code: 343100      Building Maintenance Worker I

Job Posting ID:

Descriptions View All    First  1 of 2

\*Type:    
Under general supervision performs a variety of building maintenance and repair duties. This requisition is to temporarily replace Manuel Garcia (ROOFER) with a Building Maintenance I position while he is out due to an injury on the job.

Posting Information View All    First  1 of 1  Last

*Posting Type	Medium	Date Opened	Date Closed	Description
1	<input type="text"/>	08/09/2004 <input type="button"/>	<input type="text"/>	<input type="text"/>

[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Educ/Experience](#) | [Comps/Accomps](#) | [Hired](#)

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Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experience | Comps/Accomps | Hire

Job Requisition #: 040790      Status: Open-HR      Status Date: 08/07/2004

Position Number: 00002809      Laborer  
\*Business Unit: COFEP      DeptID: 51010256      P & R Parkways Maintenance  
Job Code: 390200      Laborer

Job Posting ID:

Descriptions View All    First  1 of 2  L

\*Type:    

Under immediate supervision performs a variety of unskilled manual tasks in the construction and maintenance of city facilities. This position is to replace Gilberto Rueda who accepted another job as of 5-11-04.

Posting Information View All    First  1 of 1  Last

*Posting Type	Medium	Date Opened	Date Closed	Description
1	<input type="text"/>	08/07/2004 <input type="button" value="📅"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Educ/Experience](#) | [Comps/Accomps](#) | [Hired](#)