



## Request for City Council Committee Action from the Department of Human Resources

**Date:** September 20, 2007

**To:** Mayor R. T. Rybak and the Executive Committee

**Referral to:** Ways and Means Committee

**Subject:** Notification of an Appointed Position title change from **Manager, Business and Employee Programs** to **Business Services Manager**

**Recommendation:**

1. Receive and file notification of an Appointed Position Title Change from Manager Business and Employee Programs to Business Services Manager.

**Previous Directives:** None.

**Prepared or Submitted by:** Timothy Giles, Director of Employee Services; 673-3341

**Approved by:** \_\_\_\_\_

Pam French  
Director of Human Resources

\_\_\_\_\_  
Steven Bosacker  
City Coordinator

Permanent Review Committee (PRC) - Not Applicable  
Policy Review Group (PRG) - Not Applicable

**Financial Impact** (Check those that apply)

No financial impact (If checked, go directly to Background/Supporting Information).

Action requires an appropriation increase to the \_\_\_\_\_ Capital Budget or \_\_\_\_\_ Operating Budget.

Action provides increased revenue for appropriation increase.

Action requires use of contingency or reserves.

Business Plan: \_\_\_\_\_ Action is within the plan. \_\_\_\_\_ Action requires a change to plan.

Other financial impact (Explain):

Request provided to department's finance contact when provided to the Committee Coordinator.

### **Background/Supporting Information**

In 2006 the Convention Center restructured the Business Manager (Appointed) position to create a new position when it added several employee-related programs to the Business Manager. That position was named Manager, Business and Employee Programs. The Director, Business Administration at the Convention Center is requesting that the position title be changed to Business Services Manager. There is no reduction in points to the position, and the salary is not affected. The 2007 salary schedule remains as follows:

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
<b>\$65,452</b>	<b>\$68,897</b>	<b>\$70,964</b>	<b>\$72,342</b>

There are no others changes affecting the position. This title change is being managed administratively and the department asks for the city council to receive and file this notice.