



**Human Resources Office**

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**MEMORANDUM**

**Date:** August 31, 2022  
**To:** Finance & Administrative Service Committee  
**Via:** Gary Gibson, County Administrator  
**From:** James Hawkins, Deputy County Administrator  
Patrice Sutton, Chief Financial Officer *PS*  
John Light, Director of Human Resources *JL*  
**Subject:** Request for Reclassification

**Action Requested:**

Reclassify position 31018 Construction Engineering Tech position K7 to Construction Project Manager K9.

**Analysis:**

Facilities Construction and Services (FCS) performed an extensive review of personnel, procedures, and functions of the organization compared to other high performing facilities teams. FSC has been restructured to improve efficiencies and increase workflow from conception to construction/renovation, and finally execution.

FCS has identified a greater need for a Construction Project Manager vs Construction Engineering Tech based on Department requirements, skills, and capabilities needed to execute FCS projects.

Project Management hours are currently contracted at \$180/hour for 1,200 hours. If approved, this could be reduced by 300 hours generating a savings of \$45,000.

This analysis shows a benefit in the short-term to reclassifying this position. It is difficult to analyze the long-term impact without additional data. This action would be within the authority granted to the Financial and Administrative Committee in Policy 5.11 Compensation Program Procedures.

**Recommendation**

The Director of Human Resources recommends position 31018 Construction Engineering Tech K7 be reclassified to Construction Project Manager K9 take effect the next full pay period following Committee approval.

Position #	Title	Current Grade	Current Salary	Proposed Grade	Proposed Salary
31018	Construction Engineering Tech	K7	\$68,958	K9	\$77,647

**Budget Impact/CFO's Assessment:**

- Current FY Budget – Offset has been identified.
- Long Term Budget – The upward reclassification of a position compounds over time and increases other expenses such as payroll taxes and pension contributions.

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**County Administrator Decision:**

Approved

Comments: Forward to F&A Committee for decision

Not Approved

*Gary Johnson*

*9/2/2022*

County Administrator Signature and Date

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