



Memorandum

DATE: March 4, 2016
TO: Debbie Tarry
FROM: Paula Itaoka
RE: Change to 2016 Extra Help Pay Table
Teen Program Leader, Change from Range B to E
CC: John Norris

The recruitment for this position began January 13 and we have been unable to make a hire. There are multiple reasons the job is hard to fill, its part time with evening and weekend hours and employees must be 21 years of age. However, the most obvious reason is non-competitive pay. The median of the market is \$14.50 per hour. At this time management doesn't think the program can afford to pay market median but that it can support a rate within range E.


We intend to repost the job with higher pay hoping to draw more candidates. In the event we don't draw more candidates, we will again confer with Mary and Eric on other possible solutions.

Council has granted the City Manager authority make changes to the extra help pay table and this is a request to change the Teen Program Leader to a range E, which is \$11.45 to \$12.97 (top step).

For your reference, I've attached the 2016 pay table

If you approve of this change, please sign and return this memo.

Thank you

ok to make this change.

Acting City Manager
Mar. 4, 2016

Debbie Tarry, City Manager