

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Ordinance No. 418 Reclassifying the Grant Specialist
DEPARTMENT:	Human Resources
PRESENTED BY:	Marci Wright, Human Resources Director Debbie Tarry, Finance Director

ISSUE STATEMENT: In 2003, the City's Grant Specialist was transferred from the Parks, Recreation and Cultural Services Department to the Finance Department. One goal of this transfer was to increase the visibility and scope of the position and to make it more of a City-wide resource. Over time this goal has been achieved and as a result, we believe the job should be reclassified to reflect this transition.

ANALYSIS: The significant changes in the classification are:

- The Grant Specialist is now responsible for developing and submitting grant proposals for both operating and capital services and projects on a city-wide basis. Previously this task was primarily focused on health and human services. In addition, the position is responsible to facilitate development of any required presentation materials and follow-up with granting agencies for grant requirements. The Specialist is responsible for administering the grant application and award program and coordinating with key contacts in individual departments.
- The Grant Specialist now has a key role in the Capital Improvement Program development. The position helps research grant opportunities to complete projects within the City's CIP, coordinate completion of grant applications and related presentations and provide revenue estimates for the six year planning period.

These additional tasks require additional skill, experience, knowledge and responsibility beyond that required of the existing Grant Specialist classification. As a result, we have identified the need to reclassify the incumbent employee to a revised Grant Specialist classification.

In recognition of these changes, we are recommending moving the Specialist one salary range from Range 45 to Range 46. This recommendation is based upon an internal salary comparison: the Grant Specialist is assigned to the Finance Department's Budget Division. Within this Division, the Specialist works closely with and performs a similar level of work as the City's two Budget Analysts. Moving the Specialist to Range 46 will place the position in the same range as the Budget Analyst. (Note: Human Resources did conduct an external salary survey for the revised classification but did not receive sufficient matches in our defined labor market to generate a viable result)

FINANCIAL IMPACT: The 2006 cost to implement this reclassification is approximately \$2,500 and can be absorbed within the current general fund.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. reclassifying the Grant Specialist Technician and amending the City of Shoreline Classification and Compensation Plan.

ATTACHMENTS

Attachment A – Ordinance No. 418 Reclassifying the Grant Specialist

Attachment B—Grant Specialist classification specification

Approved By:

City Manager



City Attorney



ORDINANCE NO. 418

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING THE GRANT SPECIALIST IN THE FINANCE DEPARTMENT AND AMENDING THE 2006 BUDGET, BY AMENDING THE 2006 EXEMPT SALARY TABLE

WHEREAS, Ordinance No. 416 amended the 2006 Final Budget for the City of Shoreline (hereafter "2006 Budget"); and

WHEREAS, City staff have determined it is appropriate to reclassify the Grant Specialist to a revised classification specification; and

WHEREAS, a salary range should be set which is commensurate with the revised classification; and

WHEREAS, the position shall continue to work in the Finance Department and no amendments to the Department's 2006 budget are needed;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment to the 2006 Budget. The Exempt Salary Table of the 2006 Budget as adopted by Ordinance No. 404 as amended is further amended as follows:

The classification "Grant Specialist" is moved from Range 45 to Range 46

Section 2. Effective date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON MARCH 27, 2006.

Robert Ransom, Mayor

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date:

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