

DEPARTMENT OF PUBLIC WORKS



August 23, 2012

**MEMORANDUM**

**TO:** John Crescimbeni  
Chair, Finance Committee

Kirk Sherman  
Council Auditor

**THRU:** Glenn Hansen  
Budget Officer

**FROM:** James Robinson, PE  
Director of Public Works

A handwritten signature in black ink, appearing to read "James Robinson", is written over the printed name of the sender.

**RE:** Request for Position Changes

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The department of Public Works respectfully requests the Finance Committee consider making the following changes to positions within the department. The exchange of positions is for the purpose of increasing the technical capability of the reassigned Administrative Services component of the Department. The volume of contract activity throughout the Department requires this increased technical capability.

PWOD011 - Delete: Two (2) Clerical Support Specialist III - C0141 - \$85,650.40 (with benefits)

PWEN011AD - Add: One (1) Engineering Contracts Specialist B0296 - \$69,155.52 (with benefits)

Total Impact – Reduction of one (1) FTE and savings of \$16,494.88 (see attached schedule)

Please contact me should you have any questions or require further information

JR/vrf