



**HUMAN RESOURCES  
DEPARTMENT**  
City of Burlington

---

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145  
Fax (802) 864-1777  
Vermont Relay: call 711  
or 800-253-0191

**To: Board of Finance**

**From: Julie Hulburd, HR Generalist  
Susan Leonard, Director of Human Resources**

**Date: May 20, 2013**

**Re: Reclassification and title change of the BCA Art Sales and Leasing Coordinator  
Limited Service Part-Time to Limited Service Full Time Exhibitions and Sales Coordinator**

---

We respectfully bring forward and recommend the reclassification of the Art Sales and Leasing Coordinator, Limited Service Part-Time position within the Burlington City Arts Department (BCA) as requested by Director Doreen Kraft.

At the present time, the Art Sales and Leasing Coordinator is a Limited Service Part-Time 30 hour a week position. The position is currently graded in the Modified Willis Compensation System as a Grade 17 with a corresponding hourly wage of \$22.56. At 30 hours per week, the annual salary for this position is currently \$35,194.35. Ms. Kraft requests the position be reclassified from a Limited Service Part-Time position to a Limited Service Full-Time position. The additional ten hours would result in a new annual salary \$46,925.81. According to Ms. Kraft, this will represent a \$600 increase to the BCA FY13 budgeted salaries assuming that the position is filled by June 10<sup>th</sup> and an FY14 increase of \$7,900. This position is now vacant.

As Director Kraft states in her memo, the change in position title from Art Sales and Leasing Coordinator to Exhibitions and Sales Coordinator more accurately reflects the position duties and the industry nomenclature. There are no changes to the job description substantive enough to require a grade change within the Willis System.

Attached please find supporting documentation for the above requests including: current organizational chart, updated organizational chart, position job description, and Ms. Kraft's memo. If approved, the above reclassification will be effective following City Council approval and upon Mayoral signature of the resolution.

Thank you for your consideration.