



HUMAN RESOURCES DEPARTMENT

City of Burlington

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To: City Council, Board of Finance, and Institutions and Human Resources Policy Committee

From: Susan Leonard, Human Resources Director

Date: May 27, 2013

Re: **Recommendation: Mayor's Office Reorganization: Elimination of both Assistant to the Mayor Positions; Creation of Chief of Staff and Mayoral Projects Coordinator Positions**

I respectfully request and recommend approval of the Mayor's Office reorganization as requested by Mayor Weinberger. The reorganization calls for:

Elimination of Two Positions

- Assistant to the Mayor for Operations and Communications, Grade 20
- Assistant to the Mayor for Open Government, Innovation and Mayoral Initiatives, Grade 20

Creation of Two Positions

- Chief of Staff, Grade 28, step 1
- Mayoral Projects Coordinator, Grade 15, step 1

Changes in Reporting Structure

- Chief of Staff will report to the Mayor
- Mayoral Projects Coordinator will report to the Chief of Staff
- Office Assistant II, currently reporting to the Mayor, will report to the Chief of Staff

The Chief of Staff position will be filled by the existing Assistant to the Mayor for Operations and Communications. Consistent with City policy, the employee will be placed at step 1 of the new pay grade (28) with an FY14 corresponding salary of \$82,034. Upon hire, the Mayoral Projects Coordinator will be placed at step 1 of the new pay grade (15) with an FY14 corresponding salary of \$42,202.

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The table below demonstrates that the net financial effect of the reorganization is a combined salary savings of \$211 over the Mayor's Office current total FY13 salaries/wages and a \$9,424 savings over what the Mayor's Office total salaries/wages would have been in FY14 (inclusive of steps and COLA) without the reorganization.

Reorganization Assuming FY14 Steps and 2% COLA						
Position	Grade/Step	FY13	Grade/Step	FY14 w/o Reorg	Grade/Step	FY14 Proposed
Mayor	30/1	\$87,848	30/2	\$91,357	30/2	\$91,357
Office Assistant II	12/1	\$35,030	12/2	\$36,405	12/2	\$36,405
Assistant to Mayor Open Government, Innovation, Initiatives	20/5	\$63,525	20/6	\$65,958		
Assistant to Mayor Operations & Communications	20/7	\$65,805	20/8	\$67,702		
Chief of Staff					28/1	\$82,034
Mayoral Projects Coordinator					15/1	\$42,202
	Total	\$252,208		\$261,421		\$251,997

Savings from Reorganization	Total		=	\$9,213	+	\$211
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Current and proposed organizational charts and associated job descriptions are attached for your ease of reference. If approved, the reorganization would become effective on July 1, 2013 following City Council approval and upon Mayoral signature on the resolution.

Thank you for your consideration.

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