

HUMAN RESOURCES DEPT
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MEMORANDUM

July 23, 2015

TO: Robert Applegate, President, Mid-Management/Supervisory Level Unit
FROM: Naydee Rosette, Human Resources Analyst
SUBJECT: **AMEND PUBLIC WORKS SUPERVISOR CLASSIFICATION SPECIFICATION**

This memo addresses the amendments to the class specification for Public Works Supervisor. These changes result from changes in operational needs of the Public Works Department in 2013. During this time, employees that were classified in the Tree Maintenance Supervisor and Facilities Maintenance Supervisor positions were reclassified into the Public Works Supervisor classification. During this transition, the Public Works Supervisor specification was not amended to include the facilities and tree responsibilities. The Tree Maintenance Supervisor and Facilities Maintenance Supervisor classifications still exist, but have not been used since the reclassification of those employees.

The class specification for Public Works Supervisor is being amended to update the definition, class characteristics, duties, minimum qualifications, knowledge, skills, and to include a physical and mental abilities section. (See attachment)

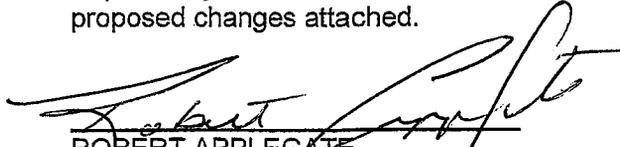
Any feedback is appreciated by August 7, 2015. If you concur, please sign attached consent form and return to me. We will place the classification specification amendments on the August 20, 2015 Civil Service Commission agenda for ratification. Should you have any questions, please let me know.



NAYDEE ROSETTE
HUMAN RESOURCES ANALYST

CONCUR:

On behalf of the Mid – Management/
Supervisory Level Unit, I concur with the
proposed changes attached.



ROBERT APPLGATE
PRESIDENT, MANAGEMENT B&C LEVEL
UNIT

Date: 7/29/2015

Attachments – Red-line, Revised Spec, and Union Concurrence document

CC: DeAnna L Solina, Esq., Assistant Director of Human Resources
Debbie Shipp, Supervising Human Resources Analyst