

OFFICE OF THE CITY MANAGER
DES MOINES, IOWA

CITY COUNCIL COMMUNICATION 96-341
AUGUST 19, 1996 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
REINSTATEMENT AND REVISION OF JOB SPECIFICATION—LABORATORY AIDE AND NEW JOB SPECIFICATION— SECTION 8 SERVICE COORDINATOR	◆ RESOLUTION ORDINANCE RECEIVE/FILE	LYNN LESLIE CIVIL SERVICE/PERSONNEL ADMINISTRATOR

SYNOPSIS —

The reinstatement and revision of the job specification of Laboratory Aide has been prepared. This position was not one removed by the recent reorganization. It was deleted in 1993 as per Roll Call No. 93-218.

The creation of the job specification of Section 8 Service Coordinator has been prepared. This position is needed to administer the Elderly Independence grant and program implementation.

FISCAL IMPACT —

The Laboratory Aide classification will remain assigned to Range 9 (\$16,815 - \$19,749) of the Municipal Employees Association (MEA) pay plan.

The Section 8 Service Coordinator classification will be assigned to Range 23A (\$30,767 - \$36,749) of the American Federation of State, County, and Municipal Employees (AFSCME) pay plan.

RECOMMENDATION —

Approval.

BACKGROUND —

The City Engineer has recommended the reinstatement and revision of the job classification of Laboratory Aide. Incumbents in this classification, located at the Wastewater Reclamation Facility (WRF), will perform technical and non-technical support activities such as washing laboratory glassware and field sample containers, performing routine lab preparation, and performing sanitary maintenance of the laboratory work areas.

This position is necessitated by the WRF laboratory expansion, the additional certification requirements set forth by the Iowa Department of Natural Resources, and an increase in monitoring activities due to local ordinances. Consequently, this has left laboratory staff little time to perform the routine, manual duties assigned to this position. An update of the job specification, including the addition of the physical requirements, mental requirements, environmental conditions, and equipment and tools used, are a result of the ADA (Americans with Disabilities Act, 1990) standards.

The Housing Services Director has recommended establishing the job classification of Section 8 Service Coordinator. This classification will primarily be responsible for case management and coordinating support services for the Elderly Independence (EID) program. This position is necessitated by the monitoring, evaluation, and reporting requirements of the EID grant monies.