



## INTEROFFICE MEMORANDUM FROM THE PARKS AND RECREATION DEPARTMENT

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DATE: December 17, 2019

TO: Cale Curtis, City Manager

VIA: Laurie M. Meyer, Director of Human Resources

FROM: Michael A. Jones, Director of Parks and Recreation

RE: Reclassification of Position

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While processing the Service Worker I vacant positions in the FY 2020 budget, I realized that we have not been receiving the majority of applicants, because they do not possess a valid Class B Commercial Driver's License as required in the job description.

I have reviewed with my staff, and evaluated all job functions within the Parks and Grounds Maintenance division, and found that we have very few tasks within the department that requires such a license, and we currently do not assign any Service Worker I to conduct any required CDL class B job assignments.

In an effort to maximize our pool of applicants, and provide the City of Margate with the most successful opportunity of hiring the right person for the job, I am requesting that the current Service Worker I position within the Parks and Recreation Department be reclassified to a Maintenance Worker I position. I have attached a copy of both job descriptions should you have any additional questions. The job descriptions have been reviewed and approved by our Civil Service Board, and the Federation of Public Employees.

I do not recommend a change in pay grades or step increase, as we are removing a professional license for minimum requirements, however we are replacing it with other professional certifications that are more appropriate for the assigned work within the Parks and Recreation Department.

Do you authorize this reclassification to go before the City Commission for formal approval as required per the change in approved positions in the adopted FY 2020 budget?

APPROVE [Signature] 12/19/19