



Department of Administration
Budget and Management Division

Cavalier Johnson
Mayor

Preston Cole
Administration Director

Nik Kovac
Budget and Management Director

February 15, 2024

MEMORANDUM

TO: Chris Lee, Staff Assistant
Finance and Personnel
Office of the City Clerk

From: Nik Kovac
Budget & Management Director

Subject: Communication from the Department of Administration - Budget and Management Division and various city departments amending the Positions Ordinance to add Temporary Auxiliary Positions

We are requesting the 2024 Position Ordinance be amended to add ten (10) titles with temporary auxiliary positions for the various city departments. These positions will be used as backfill to administer regular city operations while existing staff are utilized to plan, develop, and implement the city's new ERP system. These positions will be funded through the approved capital allocation for the ERP System Replacement and the positions will be eliminated at the end of the capital project.

Please amend the 2024 Positions Ordinance as follows:

<u>Dept./Position Title</u>	<u>Add</u>
<u>COMPTROLLER</u>	
<u>Auxiliary Positions</u>	
Accounting Specialist	1
City Payroll Specialist	1
<u>DEPARTMENT OF ADMINISTRATION</u>	
<u>INFORMATION AND TECHNOLOGY MANAGEMENT DIVISION</u>	
<u>Auxiliary Positions</u>	
System Analyst	1
<u>PURCHASING DIVISION</u>	
<u>Auxiliary Positions</u>	
Business Analyst Senior	1
Purchasing Agent Senior - .5FTE	1
Purchasing Agent	1



Dept./Position Title Add

DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION
FLEET SERVICES SECTION

Auxiliary Positions

System Integration Manager 1

DEPARTMENT OF EMPLOYEE RELATIONS
OPERATIONS DIVISION

Auxiliary Positions

HR Representative 1

Human Resources Analyst 2

HR Assistant 1

NH:awc

Positions Ordinance\2024\23poa3-ERP Implementation