



Legislation Details (With Text)

File #: OR-2023-0036 **Version:** 1 **Name:**
Type: Ordinance **Status:** Enacted
File created: 8/23/2023 **In control:** City Clerk
On agenda: **Final action:**
Title: ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE # 1 RECLASSIFYING THE POSITIONS OF ADMINISTRATIVE ASSISTANT TO HUMAN RESOURCES ASSOCIATE AND POSITION OF SENIOR PERSONNEL ANALYST TO TALENT ACQUISITION AND TRAINING LEAD AND TRANSFERRING FUNDS FROM EXPENDITURE RESERVE IN AN AMOUNT OF \$23,446 TO THE CHIEF ADMINISTRATIVE OFFICE, HUMAN RESOURCES SALARY ACCOUNT

Sponsors:

Indexes:

Code sections:

Attachments: 1. 132-24-1 CHECKLIST, 2. 132-24-1 Cover Letter, 3. 132-24-1 Ordinance Amendment, 4. 132-24-1 PRIOR NOTIFICATION FORM, 5. 132-24-1 Fiscal Impact, 6. 132-24-1 Transfer Form, 7. Human Resources Associate JD Draft, 8. Talent Acquisition and Training Lead JD DRAFT, 9. ADMINISTRATIVE ASSISTANT (R2019), 10. SENIOR PERSONNEL ANALYST (M-0943)-REVISED

| Date | Ver. | Action By | Action | Result |
|------------|------|-------------------|------------------|--------|
| 10/16/2023 | 1 | Board of Alders | Approved | |
| 10/2/2023 | 1 | Board of Alders | Noted | |
| 9/28/2023 | 1 | Finance Committee | Favorable Report | |
| 9/5/2023 | 1 | Board of Alders | Referred | |

ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE # 1 RECLASSIFYING THE POSITIONS OF ADMINISTRATIVE ASSISTANT TO HUMAN RESOURCES ASSOCIATE AND POSITION OF SENIOR PERSONNEL ANALYST TO TALENT ACQUISITION AND TRAINING LEAD AND TRANSFERRING FUNDS FROM EXPENDITURE RESERVE IN AN AMOUNT OF \$23,446 TO THE CHIEF ADMINISTRATIVE OFFICE, HUMAN RESOURCES SALARY ACCOUNT

WHEREAS: Article VIII, Section 3 of the City Charter and Section 2-383 (1) of the Code of General Ordinances requires the approval of the Board of Alders for the transfer of funds within the General Fund Operating Budget, as adopted and Section 2-386 of the Code of General Ordinances requires the approval of the Board of Alders to create a position not included in the budget as adopted, or to reclassify an existing and included position; and

WHEREAS: The Chief Administrative Office, Human Resources Office is seeking approval to reclassify the following positions:

Current Information

17002 Administrative Assistant 884 \$50,554

23003 Senior Personnel Analyst EM \$66,000

Revised Information

24001 H.R. Associate EM (NE 2) \$55,000

24002 Talent Acquisition and Training Lead EM (E2) \$85,000

; And

WHEREAS: The Chief Administrative Office, Human Resources Department is seeking a budgetary transfer in the amount of 23,446 to cover the new and reclassified positions within the FY 2023-2024 budget; and

WHEREAS: The funds for the transfer are available in the Expenditure reserve account.

NOW, THEREFORE, BE IT ORDAINED by the New Haven Board of Alders that:

Section 1. The title of Administrative Assistant be reclassified to the title of H.R. Associate

Section 2. The title of Senior Personnel Analyst be reclassified to Talent Acquisition and Training Lead

Section 3. Budgetary transfer # 132-24-1 is approved transferring funds from Expenditure Reserve account in the amount of \$23,446 to the Chief Administrative Office, Human Resources Department Salary Account in the amount of \$23,446.