

*authorized  
5/4/10  
Jenny Valentine*

## MEMORANDUM

---

DATE: March 5, 2010  
TO: Claudia Hazelhurst, Human Resources Manager  
FROM: Jay Valentine, Assistant Financial Operations Manager  
RE: Reclassification of Jerry Schrock  
CC: Jodi Romero, Financial Operations Manager

I would like to request that Jerry Schrock be classified to **Automotive and Heavy Equipment Mechanic** from his current classification of **Parks Equipment Mechanic**.


As you are aware Jerry Schrock has moved from the Parks operation out at Lincoln Park to the City Fleet Division and has assumed the duties of Automotive and Heavy Equipment Mechanic. Because of the higher level and more diverse duties and the Automotive and Heavy Equipment Mechanic I feel this is the proper classification for Jerry.

The transition of Jerry moving to Fleet provides benefit to both the Fleet and Parks divisions by having more mechanics available to work on all different types of equipment resulting in faster turnaround times for our equipment.

Jerry made the transition to the Fleet Division on February 1<sup>st</sup>, 2010 and I am requesting that classification change be effective as of that date.

Please indicate your approval by signing below. Thank You!

*Claudia Hazelhurst for CH*  
Claudia Hazelhurst, Human Resources Manager

To: Claudia Hazelhurst, HR Manager  
From: Shelley Caskey, HR Analyst   
Date: April 28, 2010  
RE: Reclassification of a Parks Equipment Mechanic to Automotive and Heavy Equipment Mechanic

### **Background**

A request was submitted by Jay Valentine, Assistant Financial Operations Manager, to reclassify a Parks Equipment Mechanic position to an Automotive and Heavy Equipment Mechanic. The incumbent, Jerry Schrock, was moved from the Parks operation at Lincoln Park to the City Fleet Division. This physical move took place February 1<sup>st</sup>, 2010, in preparation of the Parks Maintenance division moving to the Riverside Parkway Building. Through the reclassification, the Parks Division is aware that they are forfeiting one Parks Equipment Mechanic.

Within the City, there are currently two incumbents in the Parks Equipment Mechanic job class. The second individual is dedicated to performing maintenance on golf equipment. Per the Fleet Supervisor, Tim Barker, this position will remain within Parks working on golf equipment. This decision is primarily due to the fact that it would require additional resources and time for the Parks Department to transport the units to Fleet.

### **Position Duties**

Prior to the move to the City Fleet division, the incumbent was responsible for the maintenance and repair of the Parks Division equipment. With the move to City Fleet, the incumbent remains the primary contact for Parks equipment but is also responsible for assisting the Automotive and Heavy Equipment Mechanics with their workload. The incumbent is assigned the same duties and responsibilities as the Automotive and Heavy Equipment Mechanics. These duties include maintenance, diagnostics, repairs, and coordination of procedures with outside vendors on all of the City's vehicles and equipment.

The certification requirements for the Automotive and Heavy Equipment Mechanic are a valid Class B driver's license with air brake and tanker endorsements along with an Air Conditioning Recovery and Recycle certification. These certifications are the updated requirements resulting from the recent Classification and Compensation Study along with discussions with the current Fleet Supervisor, Tim Barker. The Fleet Division encourages ASE certifications but does not require them as they are not Federal or State requirements to be a mechanic. The EPA requires the Air Conditioning certification.

### **Internal Alignment**

Presently, the Parks Equipment Mechanic position is aligned 5% below the Automotive and Heavy Equipment Mechanic within the Automotive and Heavy Equipment Mechanic benchmark.

The proficient monthly pay for the Parks Equipment Mechanic is \$3945.00 and for the Automotive and Heavy Equipment Mechanic it is \$4146.00

### **Recommendation**

Tim Barker, Fleet Supervisor, has indicated that the incumbent currently performs the same duties and responsibilities as the Automotive and Heavy Equipment Mechanics and does possess

the necessary certifications to perform the role. The incumbent has a Class A CDL with tanker endorsement and an Air Conditioning Recovery and Recycle certification. Prior to the incumbent working in the Parks Division, he was employed within Fleet as a Senior Mechanic for 9 years until he accepted a voluntary demotion to move to Parks as the Parks Equipment Mechanic.

Based on the job duties presently being performed by the incumbent along with his prior years of experience and his certifications, he is qualified for the position and a reclassification of the position is appropriate. The 2010 cost of implementing this change would be \$2764.00.

Due to the City's current economic situation, I recommend providing the request to the City Manager and having her decide on whether to grant a reclassification and pay increase. I am concerned that we will be setting precedence and opening the door on audit and reclassification requests from other employees who find themselves in similar situations.