

# Position Justification Sheet

## New Employee Request / Position Upgrade

Department: Administration

Division: \_\_\_\_\_

## New Position

Position Title: Strategic Plan Intern

FY 2018 Grade and Step: Step 109 Grade 1

Justification:

This position will assist the Manager with Strategic Plan initiatives to include gathering data, research, etc.

## Position Upgrade/Reclassification

**From:**

Position Title: \_\_\_\_\_

FY 2017 Grade and Step: \_\_\_\_\_

**To:**

Position Title: \_\_\_\_\_

FY 2018 Grade and Step: \_\_\_\_\_

Justification:

*RAE*  
*5/4/17*

# Position Justification Sheet

## New Employee Request / Position Upgrade

Department: Engineering  
Division: \_\_\_\_\_

## New Position

Position Title: Engineering & GIS Intern

FY 2018 Grade and Step: Grade 109, Step 1

Justification:

The position will assist the engineering department with collecting and inputting field data into the GIS database. The field data collected will be used to design and implement capital projects and improve maintenance strategies for existing infrastructure.

## Position Upgrade/Reclassification

**From:**

Position Title: \_\_\_\_\_

FY 2017 Grade and Step: \_\_\_\_\_

**To:**

Position Title: \_\_\_\_\_

FY 2018 Grade and Step: \_\_\_\_\_

Justification:

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\_\_\_\_\_  
\_\_\_\_\_

*RJ*  
3/4/17

# Position Justification Sheet

## New Employee Request / Position Upgrade

**Department:** Parks & Recreation  
**Division:** Recreation

## New Position

Position Title: \_\_\_\_\_

FY 2018 Grade and Step: \_\_\_\_\_

Justification:  
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## Position Upgrade/Reclassification

**From:**  
Position Title: Recreation Superintendent

FY 2017 Grade and Step: 131/25

**To:**  
Position Title: Asst Director of Parks and Recreation

FY 2018 Grade and Step: 138/17; \$73,179.81

Justification:  
As part of a successful succession plan for the Parks and Recreation Department, we have identified and are training a person for the future position of Parks and Recreation Director. As such, this person has additional job function and responsibility, as well as the position needs to be competitive with the market to keep and retain qualified individuals.

# Position Justification Sheet

## New Employee Request / Position Upgrade

Department: Parks & Recreation  
Division: Parks

## New Position

Position Title: \_\_\_\_\_

FY 2018 Grade and Step: \_\_\_\_\_

Justification: \_\_\_\_\_

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## Position Upgrade/Reclassification

**From:**  
Position Title: Spray Tech

FY 2017 Grade and Step: 115 Step 35

**To:**  
Position Title: Arborist

FY 2018 Grade and Step: 118 step 33      *25.1764 / 52,366*

Justification: \_\_\_\_\_

Has recieved all required certifications needed for an Arborist  
which will benefit not only the parks department but also the  
entire Village when applying for grants and reviewing landscape  
plans for Village developmental projects and tree inventory.

\_\_\_\_\_  
\_\_\_\_\_

*Rec  
5/2/17*

# Position Justification Sheet

## New Employee Request / Position Upgrade

Department: Parks & Recreation

Division: Parks

## New Position

Position Title: \_\_\_\_\_

FY 2018 Grade and Step: \_\_\_\_\_

Justification: \_\_\_\_\_

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## Position Upgrade/Reclassification

**From:**  
Position Title: General Maintenance Worker I

FY 2017 Grade and Step: Grade 106 step 11

**To:**  
Position Title: General Maintenance Worker II

FY 2018 Grade and Step: Grade 109 Step 7      *15.5639 / 32,372*

Justification: Recieved required certifications to assist in the application of  
chemicals as a GM II

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*Rec  
5/2/11*