

May 29, 2019

The City Council  
Niagara Falls, New York

RE: Minor Reorganization in the Department of Human Resources

Council Members:

Attached hereto is a page from the 2019 adopted budget of the Department of Human Resources. Code 1732 is the position classification code for Human Resources Clerk, Grade 3, with an appropriated salary of \$27,391.00.

The Department is requesting that the remaining funds allocated for the position be transferred to position classification code 1739, Human Resources Assistant, Grade 7, leaving \$1.00 for the position. This will allow for cross-training, an expansion of duties necessary for greater efficiencies in the department and will prevent out of title work assignments which may be subject to grievance. The increase in salary plus FICA totals \$430.31 for the balance of the budget year. Funds are available in the medical fees line, A.1430.0000.0458.000.

It is requested that the change be effective July 1, 2019.

Will the Council so approve?

Respectfully submitted,

PAUL A. DYSTER  
Mayor

Funding is in place

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Daniel Morello  
City Controller