

HUMAN RESOURCES DEPARTMENT

Terri L. Cassidy, J.D., Director



DATE: 3/10/2010
TO: David R. Hunt, City Attorney
FROM: Terri L. Cassidy, Human Resources Director
SUBJECT: Staff Costs for Civil Service Board Meetings

Below is a break-down of staff time and costs in relation to Civil Service Board meetings. This is an estimate of staff hours in preparation for, and in attendance of, the monthly Civil Service Board meetings. This does not include the amount of time or cost required for significant appeals, hearings, or investigations.

Approximate monthly Staff costs to attend meetings	(hourly rate)
Collective total for 1 hour meeting:	\$ 600.00

Approximate Staff preparation time for monthly meetings	
AA to HR Director (Minutes & Packages) approx. 10 hours per month	
HR Analyst (job specs, recruitments, lists, staff reports) approx. 5 hours per month	
HR Director (Staff Reports & Analysis) approx. 5 hours per month	
Deputy/Assistant Attorney (staff reports) approx. 5 hours per month	
City Attorney (Staff Reports & Analysis) approx. 5 hours per month	
Collective total for staff hours in preparation for meeting:	\$ 2,000.00

Approximate total per month for 1 hour meeting:	\$ 2,600.00
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Approximate total per year (12 meetings) :	\$ 31,200.00
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A handwritten signature in black ink, appearing to be "T. Cassidy", written in a cursive style.