

STAFF REPORT – CITY COUNCIL MEETING

November 06, 2024

TO: Honorable Mayor and City Council Members

FROM: Keira Vink, Human Resources/Administrative Services Director

PREPARER: Keira Vink, Human Resources/Administrative Services Director

DATE: October 16, 2024

TITLE: **Approve the Appointment of New Senior Project Manager, Laura Kadlecik, at Salary Range M185, Step 5.**

RECOMMENDATION:

It is recommended that the Council approve the appointment of new Senior Project Manager, Laura Kadlecik, at salary range M185, Step 5.

INTRODUCTION:

The Senior Project Manager classification is subject to the City of Arcata's Personnel Rules & Regulations for competitive service appointments. Chapter IV, Section 4 of the City's Personnel Rules & Regulations requires City Council concurrence with City Manager for appointments above Step 3.

BACKGROUND/DISCUSSION:

A conditional job offer for the position of Senior Project Engineer has been extended to and accepted by Laura Kadlecik.

Ms. Kadlecik offers the City over twenty years of progressively related experience specific to the functions of public sector construction projects management which include reviewing design plans, project specifications, construction administration, construction bidding, and financial management of the projects. Ms. Kadlecik most recently served as project manager for the Open Door community health centers in Eureka, Fortuna, and Arcata. In addition, she was the project manager for the Hospice campus in Eureka. Furthermore, Ms. Kadlecik was a previous employee with the City of Arcata for 5 years, of which she displayed positive performance, and most recently has come back part time to assist with the Waste Water Treatment Plant project.

Below is the current pay range for Senior Project Manager. An employee that starts employment at Step 1 is eligible for a step increase at 6 months and then annually thereafter until reaching Step 6. Generally, when starting at Step 1, an employee will reach Step 5 at 3½ years of employment/experience performing the functions of the Senior Project Manager.

Grade M185	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5A	Step 6
Annual	\$ 89,299.63	\$ 93,764.60	\$ 98,452.84	\$103,253.82	\$108,544.25	\$111,257.86	\$113,971.47
Bi-Weekly	\$ 3,434.60	\$ 3,606.33	\$ 3,786.65	\$ 3,971.30	\$ 4,174.78	\$ 4,279.15	\$ 4,383.52
Hourly	\$ 42.93	\$ 45.08	\$ 47.33	\$ 49.64	\$ 52.19	\$ 53.49	\$ 54.79

Based on Ms. Kadlecik qualifications and experience, it is recommended she be hired at Step 5 in the salary range for Senior Project Manager. Per the City's Personnel Rules & Regulations, Ms. Kadlecik will be eligible for consideration of a merit increase to Step 5A after 12 months of employment.

BUDGET/FISCAL IMPACT:

While the appointment at Step 5 will be slightly higher than what the position is currently budgeted for, costs for the remainder of this budget year are expected to be offset by the salary/benefits not expended during the period when the position was vacant.