



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Human Resources

300 Sixth Street

605-394-4136

TO: Legal and Finance Committee

FROM: Jeff Barbier, Community Resources Director

DATE: February 8, 2013

RE: Finance Office Helper

The approval of the Rapid City Common Council is requested to increase the position of Finance Office Helper from the current .5 approved FTE to .625 when the position is filled. The position is currently open as the result of a recent retirement. The Finance Office Helper will work five hours per business day instead of the four hour schedule that was worked by the previous employee.

It is estimated that the 2013 Finance Office budget will not need supplemented to cover the additional expense due to the length of time that the position of Assistant Finance Officer has remained open. The additional .125 FTE would increase the total budgeted FTE in the Finance Office to 18.625.



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