

MEMORANDUM

TO: Stephan Tomlinson

FROM: Jeff Smith

RE: Open Wireless Tech I Budget Adjustment

DATE: March 27, 2023

Currently the Department of Emergency Communications has an open Wireless Communications-Network Specialist I position. This position is also currently budgeted in the 2023 budget as a Wireless Communications-Network Specialist I.

This position is part of a position series (Specialist I, II and III). In order to attract more qualified candidates we are requesting that this open position receive a budget adjustment in the 2023 budget to a Specialist III position. This would also align with the other three (3) Wireless Communications-Network Specialist positions within the department that are classified, budgeted, and filled as Specialist III's. Likewise, it would also give us the flexibility to consider hiring a Specialist II position if no Specialist III candidates are identified in the hiring process.