

EM SUBMISSION NO.: EME 2362014

PRESENTED: 4-11-14

ADOPTED: 4-17-14

BY THE EMERGENCY MANAGER:

**RESOLUTION APPROVING THE TEMPORARY APPOINTMENT OF
CONCEPCION DAVILA TO THE POSITION OF EXECUTIVE SECRETARY IN
THE HUMAN RESOURCES AND LABOR REALTIONS DEPARTMENT**

Pursuant to the authority granted the Emergency Manager by Public Act 436, Concepcion Davila shall be employed by the City of Flint in the Human Resources and Labor Relations Department performing duties relative to complex secretarial and technical functions related to the personnel operations of the City. In order to provide temporary support to the Director of Human Resources and Labor Relations, the Emergency Manager has determined that it would be advantageous for the City to appoint Concepcion Davila as the Executive Secretary in the Human Resources and Labor Relations Department.

Mrs. Davila possesses the necessary knowledge and experience, and is best suited to assist the Human Resources and Labor Relations Department; and

Compensation shall be at the rate of \$15.00 per hour budgeted and funded from the Human Resources and Labor Relations budget line item 101-270.100-702.000 - Wages and Salaries. Mrs. Davila shall be paid in bi-weekly installments and subject to customary withholdings and receive direct fringes of 10.49%. No other benefits shall be provided.

IT IS RESOLVED, that the Emergency Manager shall, on behalf of the City of Flint appoint Concepcion Davila as the Executive Secretary. The agreed upon compensation is \$15.00 per hour and subject to customary withholdings. Further Mrs. Davila's appointment in this capacity is subject to the parameters set forth above.

APPROVED AS TO FORM:


Peter M. Bade, Chief Legal Officer

APPROVED AS TO FINANCE:


Gerald Ambrose, Finance Director

for

EM DISPOSTION

ENACT ✓

REFER TO COUNCIL

FAIL _____


Darnell Earley, Emergency Manger

DATED 4-17-14

RESOLUTION STAFF REVIEW FORM

DATE: April 1, 2014

Agenda Item Title: Resolution approving the temporary appointment of Concepcion Davila to the position of Executive Secretary in Human Resources and Labor Relations Department

Prepared By: Erycka K. Hunter, Director
Human Resources/Labor Relations

Background/Summary of Proposed Action: In order to provide continuity of services in the Human Resources and Labor Relations Department; performs complex secretarial and technical functions related to the personnel operations of the City, exercising initiative, a high degree of accuracy, sound judgment and discretion in the performance of duties; assists the Director of Human Resources and Labor Relations with the administrative functions of the Department; takes and transcribes difficult and/or technical dictation; may assist other staff with various duties; performs related work as required.

Financial Implications: Compensation shall be at the rate of \$15.00 per hour, there will also be fringe benefits at a rate of 10.49% of wages.

Budgeted Expenditure: no

Account #: 101-270.100-702.000 (Wages/Salaries) and 101-275.100-719.100 (Direct Fringes).

Pre-encumbered: no

Other Implications (i.e., collective bargaining): None

Staff Recommendation: Recommend Approval

Staff Person:  _____

Approval: _____
(Administration)