



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

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PAULINE SUMPTION, FINANCE OFFICER
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MEMO

Date: January 16, 2018
To: Compensation Committee
From: Pauline Sumption, Finance Officer
RE: New Position Description and Title

Dear Committee:

I respectfully submit to you for your consideration under the Compensation Committee Factor Evaluation System (FES), one new position description, to include position title, for the newly created RSVP Manager position, which falls under the Finance Office.

We will be restructuring the RSVP program after this current grant year, which ends on March 31, 2018. To restructure the program and work within the new budget, we will need to eliminate the current two positions and create this new position. We will be notifying the current employees towards the beginning of February as to this restructuring. We hope to have someone on board to fill the new position beginning April 1st.

Thank you for your consideration. Should you have any questions, please feel free to contact me.

Attachments



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