



CITY OF APPLETON

MEMORANDUM

Date: April 15, 2025
To: Human Resources / IT Committee (action item)
Community Development Committee (informational item)
From: Kara Homan, AICP, Community Development Director
Subject: **Subject: Proposed Administrative Reorganization / Position
Reclassification – Community Development Department**

I am requesting approval of a proposed reorganization/reclassification within the Community Development Department that would restructure and elevate an existing administrative position to better align with current departmental needs and shared administrative resources.

The proposal recommends reclassifying an existing role to Administrative & Accounting Services Specialist, reflecting a consolidation and expansion of core administrative responsibilities. Over time, the scope and complexity of administrative and fiscal functions have grown significantly as the department has expanded from one to three divisions. This revised position would formalize those evolving duties and provide a higher level of administrative and organizational support to department leadership and staff. It will also allow the department to better leverage existing resources within the customer service team that is jointly funded with DPW to handle more day to day administrative functions.

This adjustment not only acknowledges the increased level of responsibility already being performed but also additional duties that will transition from the Managerial Accounting Coordinator in DPW and the Community Development Director & Deputy Director. The proposed reclassification has been evaluated by HR and fits within the city's existing compensation framework.

A detailed position description and proposed organization structure are attached for your review. I respectfully request approval of the following position change:

- From: Administrative Assistant (Grade 4)
- To: Administrative & Accounting Services Specialist (Grade 6)

This modification will be funded within the department's existing personnel-related funds due to savings realized this fiscal year. If you have any questions don't hesitate to reach out – 920.832.6408 or kara.homan@appletonwi.gov

c: Laura Jungwirth, PE, DPW