

Legislation Text

File #: BILL NO. 17-249, **Version:** 2

AN ORDINANCE APPROVING AMENDMENT NO. 6 TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2018, AS ADOPTED BY ORDINANCE NO. 8162, BY AMENDING THE PAY AND CLASSIFICATION PLAN, AND AUTHORIZED ALLOCATION OF FULL TIME EQUIVALENTS FOR CERTAIN POSITIONS WITHIN THE ADMINISTRATION AND HUMAN RESOURCES DEPARTMENT FOR THE PURPOSE OF REORGANIZATION. (F&BC 11-6-17)

Issue/Request:

AN ORDINANCE APPROVING AMENDMENT NO. 6 TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2018, AS ADOPTED BY ORDINANCE NO. 8162, BY AMENDING THE PAY AND CLASSIFICATION PLAN, AND AUTHORIZED ALLOCATION OF FULL TIME EQUIVALENTS FOR CERTAIN POSITIONS WITHIN THE ADMINISTRATION AND HUMAN RESOURCES DEPARTMENT FOR THE PURPOSE OF REORGANIZATION.

Key Issues:

On October 19, 2017, the City Council received a final report from Novak Consulting Group regarding the Human Resources Department Assessment. The report outlined recommendations to improve services and functions provided by the HR department.

The recommendations included:

- Revise the reporting / supervisory structure so that the Director of Human Resources reports directly to the City Manager
- Reclassify the Human Resources Generalist as a Recruitment Specialist
- Create a Classification and Compensation Specialist position (Grade 13)
- Create a Workforce Development Specialist position (Grade 13)
- Reclassify the Risk Management Officer as a Safety and Wellness Specialist

To balance the change in reporting / supervisory structure, the amendment also includes a reclassification of the Director of Administration as an Assistant City Manager - Administrative Services. This would result in the City Manager assuming the supervisor role for the Director of Human Resources and the Assistant City Manager - Administrative Services assuming the supervisor role for the Finance Director.

Additionally, the Director of Human Resources position is proposed to change pay grades from grade 19 to grade 21 to allow for a more market competitive salary range which will assist in the recruitment and selection of a new HR Director.

This proposed amendment will create the new positions and reclassify existing positions. Funding for the new positions will be considered as part of the FY19 budget process. Future implementation of the recommendations made in the HR Assessment will begin after the selection of a new Director of Human Resources.

No pay changes will be made for the reclassified positions currently held by existing staff.

Proposed City Council Motion:

First motion: I move to recommend to City Council second reading of AN ORDINANCE APPROVING AMENDMENT NO. 6 TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2018, AS ADOPTED BY ORDINANCE NO. 8162, BY AMENDING THE PAY AND CLASSIFICATION PLAN, AND AUTHORIZED ALLOCATION OF FULL TIME EQUIVALENTS FOR CERTAIN POSITIONS WITHIN THE ADMINISTRATION AND HUMAN RESOURCES DEPARTMENT FOR THE PURPOSE OF REORGANIZATION.

Background:

The HR Assessment report has been included in this packet for additional background information.

Presenter: Nick Edwards, Director of Administration

Recommendation: Staff recommends approval.

Committee Recommendation: A motion was made by Vice Chair Edson, seconded by Councilmember Faith, that this Ordinance be recommended for approval. to the City Council - Regular Session, due back on 11/16/2017. The motion carried by a unanimous vote.