



Legislation Details (With Text)

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**Title:** POSITION RECLASSIFICATIONS  
Staff Contact: Jim Brown, Director, Human Resources and Risk Management

**Sponsors:**

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**Attachments:** 1. Classification Study Status Report

Date	Ver.	Action By	Action	Result
10/25/2016	1	City Council	approved	Pass
10/25/2016	1	City Council	approved	Pass

**POSITION RECLASSIFICATIONS**

Staff Contact: Jim Brown, Director, Human Resources and Risk Management

**Purpose and Recommended Action**

This is a request for the City Council to authorize the City Manager to reclassify existing positions within the organization that have experienced a change in duties and/or responsibilities.

**Background**

As the City seeks out ways to more innovatively provide city services, jobs must adapt to address those changes. Department Directors work closely with the Human Resources and Risk Management Department to conduct job studies and make these changes when necessary. At times this may require a change in job duties and/or responsibilities that places the job in a different job classification. When this occurs, a reclassification of the job is necessary. Reclassifications, while permitted under Human Resources Policy 301, do create a change to Schedule 9 of the Fiscal Year (FY) 2016-17 Budget. Human Resources Policy 301.II.A.4 states the following with regard to position reclassifications:

A position may be reclassified when the essential duties and responsibilities of the position change significantly through the addition or deletion of essential job functions. Positions may be reclassified to a higher or lower classification and pay range as a result of a job study. The recommendation made to the City Manager by the Human Resources & Risk Management Director and approved by the City Council is final. Classification decisions are not appealable or grievable.

- a. When a filled position is reclassified to a class in a higher pay range, the employee occupying the position may receive a salary adjustment for the reclassification as determined by Human Resources. If

the employee's current salary is less than the minimum of the new range the employee will be placed at the minimum of the new range.

- b. If, at the time of the reclassification, an employee is receiving temporary assignment pay for performing additional duties that fall within the scope of the new classification, the employee's base salary will be adjusted accordingly but shall not exceed the maximum of the new grade and the temporary assignment pay shall cease.
- c. If a filled position is reclassified or reevaluated and assigned a lower pay range, the employee's pay will not be reduced. However, if the employee's current salary is above the maximum of the new pay range, the employee will not be eligible for any additional increase in salary until the pay range maximum is once again higher than the actual salary.

It is prudent to continually assess the current structure and opportunities for realignment to better prepare the city for the future.

Due to the recent city-wide reorganization, the Communications and Intergovernmental Programs departments were consolidated under the newly created Public Affairs department. The department is requesting that three positions be reclassified as a result of this reorganization.

The Administrator, Intergovernmental Programs position is taking on additional intergovernmental responsibilities, the management of two FTE's from the Creative Services division and two FTE's from the Council Office. Due to the increase in responsibility, the department has requested that the position be reclassified as Assistant Director, Intergovernmental Programs.

The Assistant Director, Communications position is now responsible for only the management and oversight of the Glendale 11 cable broadcast station. Other duties not related to management of Glendale 11 have been assigned to other positions. The department is requesting that the position be reclassified as Administrator, Cable Communications.

The Sr. Marketing & Communications Manager position will now focus solely on public information. The marketing duties have been removed, so the department is requesting a reclassification of the position to Public Information Program Manager.

Development Services is also requesting that three positions in Code Compliance be reclassified.

The Administrator, Code Compliance position is being reclassified to a Code Compliance Official to better reflect the level of responsibility and to provide consistency with titles in Development Services.

Two current Supervisor, Code Compliance positions have taken on additional responsibilities, from the former Assistant Director position. The department is asking that these two positions both be reclassified to Administrator, Code Compliance to better reflect the increased scope of responsibility.

### **Analysis**

The Human Resources and Risk Management Department work closely with Department Directors in

conducting job studies to determine whether a job requires reclassification. It is important that job descriptions accurately reflect the duties being performed by employees and that the job classification reflects the level of duties and responsibilities required of the position. This helps ensure that the City provides a clear understanding to employees of what their duties are, helps to identify the appropriate level within the organization the position holds and helps supervisors with directing and assessing the performance of employees. It also assists with any confusion that might arise between the City and employees as to the duties and responsibilities required of a position.

#### **Previous Related Council Action**

On June 14, 2016, Council approved the FY 2016-17 Budget which includes a listing of all approved positions in Schedule 9 of the Budget Book.

Council approved position reclassifications at the September 13, 2016 Council meeting.

Council approved position reclassifications at the September 27, 2016 Council meeting.

#### **Community Benefit/Public Involvement**

Ensuring that job descriptions appropriately reflect the duties being performed protect the city from potential litigation and help ensure that the citizens are receiving the appropriate level of services necessary.

#### **Budget and Financial Impacts**

Based on salary savings, there is no budget impact this fiscal year.