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

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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) 2014-15 Budget. Human Resources Policy 301.II.A.2 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 decision made by the Human Resources Director is final. Classification decisions are not appealable or grievable.

A. When a position is reclassified to a class in a higher pay range, the employee shall receive the same salary as before the reclassification, unless the employee's current salary is less than the minimum of the new range, in which case the employee will be placed at the minimum of the new range.

B. If a 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 salary will be "red-lined," meaning that the employee will not be eligible for any additional increase in salary, including Merit, General Wage Increase or other adjustments, until the pay range maximum (through General Wage Increase) is once again higher than the actual salary.

Reclassifications create a change to the Council approved Budget which addresses jobs by titles and allocations, Council must be apprised of the change and vote to approve the position reclassifications as an amendment to the budget. This process provides transparency for both the Council and the public with regard to the city's budget.

As the city moves forward, it is prudent to reassess the current structure and opportunities for realignment to better prepare the city for the future.

The Finance and Technology Department has a need to reclassify an existing Accounting Manager position to a Controller. The division currently has two funded Accounting Manager positions. The Controller will oversee Accounting and Reporting, Payroll, Accounts Payable, Accounts Receivable, Grant Reporting, Debt, and Investments for the City, and will administer the City's chart of accounts, and coordinate preparation of complex financial reports such as the Comprehensive Annual Financial Report.

Currently, the Transit Manager who is overseeing the Dial-a-Ride program in the Transportation department has 9 direct reports. The span of control for this position is too large for effective management oversight and does not allow time for the operational and strategic oversight required for the program. Reclassifying a vacant Lead Transit Representative to a Transit Supervisor would allow flexibility in the organizational structure - the Lead Transit Representatives and Transit Operators (a total of 15 employees) could be split among two Transit Supervisors, leaving the Transit Manager with four direct reports. The Transit Manager would then be able to focus on higher level strategic and operational issues.

The Development Services Department has identified a need to conduct increased commercial building inspections versus residential inspections in the City. Commercial inspections are more complex and specialized and require expert knowledge of mechanical, electrical, and plumbing systems. The reclassification of two Building Inspector positions to Building Inspector Specialists (focusing on commercial buildings) would increase operational effectiveness and enable the department to meet the needs of its customers.

The City Court has a need to reclassify a vacant Court Clerk II position from 38 hours per week to 40 hours per week. The current schedule of 38 hours precludes the utilization of this position in an afternoon courtroom with a fully calendared docket. This change will provide continuity and ensure that critical functions are accomplished throughout the week in a consistent and timely fashion.

The Development Services Department has a need to reclassify a vacant Planner position to a Sr. Planner position. Reclassifying this position would allow the Planning Division to continue to work on complex planning and land use development projects, including annexation. These types of duties require the more expert and specialized knowledge required of a Sr. Planner.

Purchasing currently has 5 funded positions including a Purchasing and Materials Manager and 4 Contract Analysts. The Contract Analysts have no administrative support and spend much of their time performing administrative tasks that detract from their main responsibilities. Reclassifying a vacant Contract Analyst to a

Management Aide would allow for the more efficient use of the Contract Analysts' time, allowing them to manage solicitations and contracts, while the Management Aide would handle the administrative functions of the department.

The Pretreatment Program in Water Services currently consists of a Program Manager, two Sr. Pretreatment Inspectors and two Pretreatment Inspectors. The department has a need to reclassify a vacant Sr. Pretreatment Inspector position, which includes lead responsibilities, to a Pretreatment Inspector position. The one Sr. Pretreatment Inspector would be able to lead up to three Pretreatment Inspectors. With this reclassification to a Pretreatment Inspector the division will be able to conduct daily testing, sampling and inspection assignments throughout the city while optimizing the efficient use of personnel.

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 10, 2014, Council approved the FY 2014-15 Budget which includes a listing of all approved positions in the Budget Book.

Council approved position reclassifications at the August 12, 2014 Council meeting.

Council approved position reclassifications at the October 14, 2014 Council meeting.

Council approved a position reclassification at the October 28, 2014 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

There is no budget impact this fiscal year.

Capital Expense? No

Budgeted? Yes

Requesting Budget or Appropriation Transfer? No

If yes, where will the transfer be taken from?