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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.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.

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 Field Operations division of the Public Works department has identified a need to reclassify three vacant positions in order to continue to provide effective customer service and administrative support to the entire Field Operations division as well as to better manage the budget process and aid in short/long-range planning efforts.

- (1) Reclassify a vacant Field Operations Administration Supervisor position to a Programs Administrator to reflect additional higher level responsibilities needed to support the department. The position had been responsible for supervision of administrative support staff, managing the support staff budget and a variety of other administrative support functions. In addition to these continuing duties, the position will now be required to perform highly complex work involving project design, program development, contract administration, workflow studies, division rate analyses and other special projects. This position will report to the Public Works Director.
- (2) Reclassify a vacant Equipment Operator position in the Sanitation area to a Management Assistant. The position has been vacant since October 2012. It remained in the budget to be filled if demand for an additional collection route was needed. This did not occur, so the division would like to reclassify the position, which will report to the Programs Administrator and provide assistance with analyzing business processes and solutions, program research, strategic and operational planning research and support, performance measurement and continuous improvement.
- (3) Reclassify a vacant Service Worker II position to a position that can provide lead supervision to the division's five Account Specialist II positions. The Service Worker II performed skilled and semi-skilled construction, maintenance and repair work in the Streets Signs and Markings group. The majority of this work will now be outsourced, freeing up the position to be reclassified to a Sr. Account Specialist. The position will report to the Programs Administrator and will now be responsible for planning, scheduling, training and assigning work to the Account Specialists, in addition to making workflow and process improvements, analyzing and improving customer service and cross training staff.

The Mayor and Council Office has a need to reclassify the Council Member position assigned to the Cactus district to Vice Mayor. The appointment of this Council Member to Vice Mayor was effective January 13, 2015.

The Community Housing Division would like to reclassify a vacant Housing Assistance Representative to a Housing Program Inspector. Federal regulations require that housing authorities conduct inspections to insure all Section 8 and public housing assisted families reside in rental units that meet HUD's Housing Quality Standards. In fiscal year 13/14, Community Housing completed approximately 2,550 unit inspections. Community Housing has attempted to absorb these duties into existing positions (usually the Housing

Assistance Representatives) but that has caused workload issues in other areas of the division. Although this may work on a temporary basis, it is not a long-term solution. As a result, the Community Housing Division is in need of reclassifying the vacant position for the continued success of the program (which has been deemed by HUD as a “High Performer” for 12 of the past 14 years).

Analysis

The Human Resources and Risk Management Department works 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 ensures that the City provides a clear understanding to employees of what their duties are, identifies the appropriate level within the organization the position holds and assists 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 Schedule 9 of the Budget Book.

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

Council approved a position reclassification at the October 28, 2014 Council meeting.

Council approved position reclassifications at the December 18, 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

Based on salary savings, 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?

