



## Legislation Text

---

**File #:** 16-444, **Version:** 1

---

### **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.

The Public Facilities, Recreation and Special Events department has requested a reclassification for the Administrator, Community Services position. The only change would be a new title, Administrator, Recreation, to reflect the scope of duties under the reorganization.

The Public Facilities, Recreation and Special Events department has also requested a reclassification for the Assistant Director, Community Services position to reflect changes to the position under the reorganization which occurred in July 2016. While still serving as second in command of the department, the position will no longer have oversight of as much of the department as it did when originally created. The new title would be Assistant Director, Public Facilities, Recreation and Special Events, to reflect the department's name change. The grade and salary range will also go down one level to reflect the revised scope of the position.

The Economic Development department is reorganizing and would like to reclassify the soon to be vacant Assistant Director, Economic Development position to an Economic Development Officer. The reorganization will allow for two Economic Development Officers, each concentrating on two of the four areas of Specialization (Business Attraction, Business Expansion and Retention, Business Assistance, and Redevelopment) and better organizational balance.

Water Services has requested that a vacant PC Operator position be reclassified as a Supervisor, Water Services. The Central Systems Maintenance Division in Water Services currently has one supervisor managing 16 journey level staff involved in the day to day maintenance of the electrical, instrumentation and mechanical maintenance of the water and wastewater plants, well sites and lift stations. Reclassifying this position will allow for better span of control, with each supervisor managing 8 staff.

City Court has asked that a vacant Judicial Projects Coordinator position be reclassified to a Deputy Court Administrator. The Court previously had two Deputy Court Administrators. Because of budget concerns these two positions were not filled when vacated in 2012. Since that time, mandates from Supreme Court have resulted in new procedures, processes and requirements. Reclassifying the vacant position will assist the Court in meeting these mandates and relieving some of the burdens placed on the Court Administrator.

### **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.

**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.