



STAFF REPORT AND FISCAL IMPACT NOTE

Ordinance: O-16-19

Title: Exempt Service

Date: April 20, 2019

STAFF REPORT

This ordinance amends the exempt service as follows:

- Adds the title “Community Services Specialist,” grade A10.
- Eliminates the title “Public Information Officer and Quartermaster,” grade A12.
- Changes the title “Director of the Office of Environmental Policy,” grade A20, to “Environmental Policy Advisor,” grade A17.
- Changes the Human Resources Manager position from grade A18 to grade A19, consistent with the classification study completed in 2018.
- Adds the title “Director of Emergency Management,” grade A20.
- Adds the title “Management Information Technology Manager,” grade A19.

These modifications are consistent with the Mayor’s proposed FY2020 budget in which the Mayor proposes to:

- Convert the contractual Hispanic Liaison and African American Liaison positions to Community Services Specialist.
- Reclassify the Director, Office of Environmental Policy to Environmental Policy Advisor. The position descriptions for the current Director, Office of Environmental Policy and the proposed Environmental Policy Advisor position are attached. The Environmental Policy Advisor position will have no supervisory duties or administrative duties associated with managing the Office of Environmental Policy. The Human Resources Division has reviewed the proposed job description and determined the appropriate grade is A17.
- Creates the Office of Emergency Management as its own department, rather than a division of the Fire Department.
- Reclassifies the Human Resources Manager position from grade A18 to grade A19, consistent with the classification study conducted in 2018.
- Reclassifies the Management Information Technology position from civil service, grade A18, to exempt service, grade A19.

The ordinance also provides that when an exempt employee is appointed to a position at a lower grade, or if the position is reclassified to a classification in a lower grade, or if an employee's classification to a lower grade, the employee's new pay shall be at a level in the new pay grade that is closest to, but not less than, the amount the employee was paid in the former grade. If the amount the employee was paid in the former grade is more than the maximum for the new grade, the employee's pay shall remain the same as in the former pay grade until such time as the maximum pay for the new pay grade exceeds the employee's pay.

Proposed Amendments

The Mayor will propose the following correcting and clarifying amendments to the proposed ordinance:

- On page 2, the next to the last line in the classification table, and on page 6, line 13, the correct title is "Director of the Office of Emergency Management."
- On page 4, line 17, before "PERFORMANCE," insert "SATISFACTORY," and strike "exceeds the minimum requirements." This is clarifying language.
- On page 4, line 21, before "PERFORMANCE," insert "SATISFACTORY," and strike "exceeds the minimum requirements." This is clarifying language.
- Strike page 4, line 32 in its entirety. This Economic Development Manager position is moved to the Mayor's Office, so the performance evaluation requirements for the position fall under 3.080.030 B.1, not B.2.
- On page 6, line 20, the effective date of the ordinance should be July 1, 2019.

Prepared by Teresa Sutherland, City Manager

FISCAL IMPACT

The fiscal impact of this bill is summarized below and included in the Mayor's proposed FY2020 budget:

- Convert the contractual Hispanic/Latino Liaison and African American Liaison positions to Community Services Specialists:
 - Cost of approximately \$20,000 (\$10,000 each, including salary and benefits).
- Eliminate the vacant Public Information Officer and Quartermaster position in the Fire Department:
 - No fiscal impact.
- Reclassify the Director of the Office of Environmental Policy to Environmental Policy Advisor:
 - Savings of approximately \$9,000, including salary and benefits.
- Upgrade the Human Resources Manager position from grade A18 to grade A19:
 - Cost of approximately \$13,000, including salary and benefits.
- Add the Director of the Office of Emergency Management:
 - Net cost of approximately \$17,150 including salary and benefits and after eliminating one Deputy Fire Chief position, grade F18.
- Convert the civil service Management Information Technology Manager position, grade A18, to exempt service, grade A19:
 - Cost of approximately \$13,000, including salary and benefits.

Prepared by Jodee Dickinson, Finance Director