



MEMORANDUM

TO: Mayor Devine, Common Council Members

FROM: Richard Pfaff, Assistant City Administrator/Talent and Strategy Director

DATE: April 10, 2020

SUBJECT: Request for Reclassification of two Human Resources Specialist positions to one Human Resources Generalist position.

Mayor and Council Members:

This communication is a request for your approval of the reclassification of two Human Resources Specialist positions (1.5 FTEs) to one Human Resources Generalist position (1.0 FTE) in the Department of Human Resources, and for your approval to fill the reclassified position.

In evaluating the current needs of the organization and in consideration of the two open specialist positions in the Human Resources Department due to the simultaneous separations relating to retirements planned for May 1, 2020, a unique opportunity exists to reorganize staff to diversify duties and align resources to maximize use of existing technological solutions to meet strategic actions established in the Strategic Plan relating to service delivery changes.

In particular, the opportunity the reclassification provides is the flexibility to recruit candidates with knowledge, skills and abilities relating to software program administration, workforce reporting and compliance, and employee development and training.

The fiscal impact of this reclassification is a net salary reduction of \$4,357.60, assuming a recruitment rate at the bottom of salary range for the 1.0 FTE Generalist position (FLSA Exempt Salary Range I) as compared to the combined salaries of 1.5 FTE Specialist positions (FLSA Non-Exempt Salary Range E), if similarly recruited at the bottom of the respective salary range.

Summary of Request

- Delete two Human Resources Specialist positions (1.5 FTEs)
- Add one Human Resources Generalist position (1.0 FTE)
- Grant authority to fill the reclassified Human Resources Generalist position
- Grant authority to underfill, if necessary, Human Resources Generalist position as Human Resources Specialist until minimum job qualifications of Generalist are met as determined by the appointing authority

Your favorable consideration of this request is appreciated given the timing and impact of the vacancies relating to the continuity of operations of the department.