



Rebecca Grill
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MEMORANDUM

TO: Mayor Devine, Common Council Members

FROM: Rebecca Grill, City Administrator

DATE: July 11, 2019

SUBJECT: Request for Reclassification of HR Director Position/Reorganization/Filling Position as Assistant City Administrator/Talent and Strategy Director

Mayor and Council Members:

This communication is a request for your approval of the reclassification of the Human Resources Director position to Assistant City Administrator/Talent and Strategy Director, approval to fill the position and adjustment to the City of West Allis Organizational Chart. In evaluating the current needs of the organization and the open position in the Human Resources Department, a unique opportunity to reorganize and align staff and resources towards the strategic goals, mission and vision of the City of West Allis exists. The opportunity includes the following adjustments:

1) reclassification and filling of the Human Resources Director position as an Assistant City Administrator/Talent and Strategy Director, 2) modification of the organizational chart to incorporate the reclassified position and other human resources staff to the City Administration Department, and 3) adjusting the reporting structure of departments.

The evaluation of the position and the overall needs of the organization included the consideration of the following:

- Current and future initiatives/projects required to accomplish the City of West Allis' Mission, Vision, and Strategic Goals
- Skills necessary for the initiatives/projects and ever evolving needs of the organization and the community
- Desire for thoughtfully planned and skillfully executed continuous improvement activities which make adjustments to support high quality, high service levels in a cost effective, efficient, and sustainable manner
- Level and demand of workloads, including backlogs and time to complete projects
- Implementation of electronic solutions and evaluation of processes, roles and responsibilities, streamlining the activities of the Human Resources Department

In preparation for this request, Carlson Dettmann Consulting has evaluated the Job Description Questionnaire (JDQ) for the reclassified position. The recommendation based on the adjusted responsibilities is classification of the position as a Salary Grade R. The Human Resources Director position is currently classified as a Salary Grade P. The difference between the minimum starting of a Salary Grade R and P is currently \$12,500.80.

For your reference the following documents are included with this request:

- JDQ for Assistant City Administrator/Talent and Strategy Director
- Letter from Carlson Dettmann Consulting
- Proposed Organizational Chart

Thank you for your consideration of this request. Please contact me if you have questions or concerns.