



Staff Report

October 18, 2021 Council Workshop Meeting

New Position Descriptions for the Administrative Services Department

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

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BACKGROUND: On the November 1 Regular Meeting, there will be a resolution for creation of 3 positions; 2 are reclassifications of current staff and 1 is a new position. These positions are part of the Administrative Services department and are vital to City operations. The proposed job descriptions and salary scales are comparable to similar sized entities as well as geographically appropriate.

SUMMARY:

Human Resources Analyst

The city currently has one professional HR employee, and another position has been needed for years. It is considered best practice and standard to have a human resource ratio of staff to employees to be 1:75-100. The city is currently at 1:225, with more new hires in process. The ever-increasing workload related to labor relations, compensation, recruitment, workers' compensation, labor laws and policies merits additional staff. This additional position is also imperative to proper succession planning for the department.

City Clerk

Due to changing job duties and the needs of the city, the Deputy City Clerk performs all the functions of a City Clerk and has been doing so for years. The Administrative Services Director acted in this capacity beginning 7 years ago. Over time, the entire role has shifted to the Deputy City Clerk and the reclassification is necessary. This is a reclassification of a current employee and is not adding staff.

Records Management Coordinator

The department has had an Administrative Support Assistant position for many years. A few years ago, the position's duties changed with the needs of the city and became more focused on records management. This includes becoming extremely proficient in the City's Enterprise Content Management (ECM) system, Laserfiche. The position became much less of an administrative support position and more of a coordinator working with all departments on process workflows and efficiencies. This includes proper records creation/retention/disposition and utilization of the ECM. This type of role will be crucial when the city transitions to a new ERP system. This position is a represented position and is being discussed with CPEA concurrently. This is a reclassification of a current employee and is not adding staff.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The desired result is employees to be paid appropriately and comparably for their work duties.

What's the data? What does the data tell us? The data from comparable entities shows that both the positions and the proposed salaries are valid. The data shows that additional staffing and changes in classifications is needed for the number of FTEs the city currently employs.

How have communities been engaged? Are there opportunities to expand engagement?
N/A

Who will benefit from, or be burdened by this agenda item? Internal city services as well as the citizens will benefit by having additional staff to assist internally and continue to work on records management and transparency by the Clerk's office as well as improve records request response times.

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exists in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution?
N/A

BUDGET IMPACT: The overall budgetary impact for 2021 is less than \$20k. This is due to reclassification of 2 current employees and a month of HR Analyst salary and benefits if it is filled by December. The overall budgetary impact in 2022 will include the additional cost of reclassification (\$45k) plus the additional position of HR Analyst. That is expected to be approximately \$120k including salary and benefits for a total of \$165k for 2022 and moving forward.

RECOMMENDATION: Information only. Resolution will be on the November 1, 2021 Regular Meeting for Council approval.