



## Staff Report

November 1, 2021 Council Regular Meeting

New Position Descriptions for the Administrative Services Department

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

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**BACKGROUND:** Resolution 21-012 will create three new positions in the Administrative Services department; one is an added position and the other two are reclassifications of current employees. These positions are vital to City operations. The proposed job descriptions and salary scales are comparable to similar sized entities as well as geographically appropriate.

This information has been presented previously at the October 18 workshop as well as in Finance Committee meetings and smaller group meetings with all other councilmembers.

### **SUMMARY:**

#### Human Resources Analyst

This will add a second professional level Human Resources employee to the city. 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 necessary for proper succession planning as well.

#### City Clerk

This is a reclassification of the current Deputy City Clerk due to a change in duties over the past few years. This position is fulfilling all City Clerk functions and should be classified as such. This does not add new staff to the city.

#### Records Management Coordinator

This is a reclassification of the current Administrative Support Assistant in the department. Records management is crucial for the city to comply with the Secretary of State records requirements, including public records requests. Continuing to streamline operations within the City's ECM and interfacing with the ERP transition will be necessary and creating efficiencies will ensure compliance as well as increase access to records by citizens and City staff. This does not add staff to the city.

**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 exist 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:** Staff recommends that Council adopt Resolution 21-012.