



Staff Report

December 6, 2021 Council Workshop Meeting

Revised Position Description for the Public Works Department

Presenter: Jennifer Gorsuch, Administrative Services Director and Steve Wall, Public Works Director

Time Estimate: 5 minutes

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BACKGROUND: On the December 20 Regular Meeting, there will be a resolution for a title revision for the position of Public Works Operations Supervisor. The new title will be Public Works Operations Manager. The salary for this position will remain the same. The position will become an FLSA exempt position and as a Manager will be entitled to receive 40 hours of administrative leave, consistent with the other Managers at the city.

SUMMARY:

With the departure of a longtime employee in this position, staff reviewed the position description and duties and believe updating the title is merited. A review of comparable jurisdictions shows that the current salary is generally in line with the labor market; however, based on the scope and expectations of this position it is very difficult to find a realistic comparison. Staff is proposing to leave the salary the same at this time and post the position to look for interested candidates assuming a salary review will be completed for non-represented staff in the near future.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The desired result is to recruit the proper position and ensure its comparability in the labor market.

What's the data? What does the data tell us? The data from comparable entities shows that both the position title and the proposed salary is valid.

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

Who will benefit from, or be burdened by this agenda item? N/A

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: This change has no budget impact.

RECOMMENDATION: Information only. Resolution will be on the December 20 Regular Meeting for Council approval.