



STAFF REPORT
12/14/2022

TO: Honorable Mayor and City Council Members

FROM: Nathan Statham, Finance Director

SUBJECT: Resolution No. 2022-106 authorizing and funding a Management Analyst job position in the Human Resources Department.

STAFF RECOMMENDATION:

Approve Resolution No. 2022-106 authorizing and funding a Management Analyst job position in the Human Resources (HR) Department.

BACKGROUND:

The City currently has three full time positions in the Human Resources Department. For the past eight years, the department has consisted of a Human Resources Manager (Department Head) and a Human Resources Technician. The current HR Technician has been filling her role since February of 2014. The Department Assistant position, which Council recently approved, is in the process of being filled.

The City Council recently approved the Management Analyst job classification series. This job classification series is based on a higher level of experience and responsibility than positions classified as Technicians. The Management Analyst job classification allows sufficient flexibility to fit the needs of any specific department and would be an ideal next step for the HR Department in bridging job duties between the HR Technician and HR Manager positions. Compensation for the Management Analyst position is also higher than Technician compensation ranges allowing for career advancement opportunities.

DISCUSSION/ANALYSIS:

This position is specifically recommended to provide internal advancement opportunity and facilitate improvements in the HR Department. It would improve efficiency and stability within the HR Department if certain duties can be performed by staff other than the Department Head. Opening up a Management Analyst position will allow the Department to more efficiently balance work assignments and allow for training to provide a needed backup position for the Department Head. The position is not intended to be an external recruitment and will only be opened up to existing City personnel. In the absence of an application from a qualified internal candidate, the position would not be filled. The position is also not intended as an additional position. The

position vacated by a selected qualified internal applicant would be frozen (not filled without subsequent Council approval).

It has been the City's long standing practice to provide opportunities for employees to grow within the organization through promotion and to transition through the various steps of a chosen career path. Opening this position for internal recruitment with the expectation that the HR Technician would be the most qualified candidate would continue that practice and facilitate employee growth and retention.

FISCAL IMPACT:

The minimal expected cost increase associated with this action of \$3,754 can be absorbed in the City's 2022-23 approved budget and will not result in additional appropriations. The full annual impact is approximately \$7,500 which would be included in future annual budgets.

ALTERNATIVES:

1. Approve staff's recommendation to approve Resolution No. 2022-106 internally opening up a Management Analyst position in the HR Department.
2. Maintain the current position level.

ATTACHMENTS

Resolution 2022-106

Exhibit 1:

Management Analyst Job Description