



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration/Human Resources

DATE: December 10, 2024

SUBJECT: Motion to approve revised job descriptions and pay grades for the Utility Department and the City Manager's Office, confirming the appointment of Jennifer McMahon to the position of Deputy City Manager – **Administration/Human Resources**

CITY MANAGER RECOMMENDATION:

The City Manager recommends that the Commission approve the submitted job descriptions for Engineer I, Engineer II, Utility Instrumentation Technician, GIS Technician, and Deputy City Manager.

BACKGROUND OF ITEM:

On August 27, 2024, and during the September 2024 Budget hearings, the Utilities Department submitted requests for Commission authorization of a few new positions to better provide and equip the department with personnel for capital project delivery and operations and maintenance of the City's existing facilities. While some position descriptions were included (Capital Project Manager and Engineer I), additional position descriptions and compensation levels require review and approval by the City Commission, and one needs a modification due to an incumbent in the position.

- Engineer I job description requires a minor modification to allow hiring employees with a related engineering degree but may not yet have a fundamental equivalency (FE) certification. While new candidates may possess the FE certification, some may be working to obtain it. No change in pay grade.
- Engineer II position is a new vacant position that would provide the professional competence to support medium to complex projects within the City. Need approval of job description and compensation to pay grade 122.
- GIS Technician position was included in the organizational chart submitted for FY2025, and the position description and pay grade require approval. The compensation will be at the 109 level.
- Utility Instrumentation Technician (Electrician) position reclassifies the current, existing full-time Electrician Assistant position (Pay Grade 106) to pay grade 112. The position was upgraded from part-time to full-time during the budget process.

- Deputy City Manager will assist with the oversight and management of the nine departments plus administrative staff that currently report directly to the City Manager. The job description and pay grade level 130 will need to be approved. Additionally, I am including the job resume for Jennifer McMahon for confirmation by the City Commission.

ANALYSIS:

Due to challenges in finding, filling, and retaining highly qualified staff, the Manager and Department Director recommend approval of these positions as outlined above. With the increasing demands for capital project delivery, grant acquisitions, and specialized construction and recording needs, these highly skilled positions need to evolve with the industry's ever-changing demands. Currently, the City has one electrician who is a journeyman and working toward obtaining a Master Electrician certification.

The Deputy City Manager will also assist in managing projects requiring multi-departmental involvement or not necessarily fitting into a department. This individual will cover for the City Manager in his absence and may be called to serve in one of the Director's roles in the event of a vacancy. This position level is very common in a City of our size and complexity.

STRATEGIC PLAN:

This activity fulfills the Strategic Plan Mission Statement by supporting the health and safety of the public with the City's infrastructure and ensuring a sustainable and exemplary environment as well as providing the highest quality of public services.

The Deputy City Manager will play a vital role in preparing the update for the City's Strategic Plan and developing new strategies, completing critical projects, and ensuring the City government's enhanced services to the City's residents.

FISCAL IMPACT:

The Utilities Department has many position vacancies that can be utilized to fund the changes proposed within their department. The Deputy City Manager will be funded by eliminating the Administrative Assistant to the City Manager, now vacant, and the Procurement Management vacancy (2 months) in the Finance Department, the funds set aside for a Strategic Planning consultant (\$20,000) which will be done in-house and the Engineer II vacancy for 3 months.

ATTACHMENTS:

1. Job Description – Engineer I
2. Job Description – Engineer II
3. Job Description – GIS Technician
4. Job Description – Utility Instrumentation Technician (Electrician)
5. Job Description – Deputy City Manager
6. Resume for Jennifer McMahon
7. Pay Plan