



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Human Resources

**DATE:** April 30, 2024

**SUBJECT:** Motion to approve and authorize the job descriptions for the Finance, Administration and HR Departments, as well as the Public Works Superintendent and the Administrative Services Manager positions for the Public Works Department. – **Human Resources**

### **CITY MANAGER RECOMMENDATION:**

The City Manager recommends the approval of the job descriptions for the Finance, Administration and HR Departments, as well as the Public Works Superintendent and the Administrative Services Manager positions for the Public Works Department.

### **BACKGROUND OF ITEM:**

At the August 22, 2023 City Commission meeting, the Commission approved and adopted the findings and recommendations of the Classification and Compensation Study Report conducted by Evergreen Solutions LLC with specific approval and authorization for the City Manager to reclassify or re-title certain job titles and positions.

In accordance with the presentation schedule outlined during the January 23, 2024 Commission Meeting, draft versions of the Job Descriptions for the Finance, Administration and HR Departments, as well as the Public Works Superintendent and Administrative Services Manager positions for the Public Works Department, are now being presented for Commission review and approval.

### **ANALYSIS:**

Updating the City's job descriptions will optimize the existing compensation framework while simultaneously enhancing the City's capacity to attract and retain talent in the most competitive classifications.

### **ATTACHMENTS:**

1. Exhibit A: Job Descriptions.
2. Funding Source for New Public Work Positions

## Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City Attorney	04/15/24 11:32 AM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Manager	04/19/24 10:06 AM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	04/19/24 02:33 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	04/19/24 04:12 PM
Allen, Tedra	END WORKFLOW - APPROVED		04/19/24 04:14 PM