



CITY COMMISSION STAFF REPORT

DEPARTMENT: Human Resources

DATE: April 9, 2024

SUBJECT: Motion to approve and authorize the job descriptions for the Community Development Department and the Buyer position for the Finance Department.
– **Human Resources**

CITY MANAGER RECOMMENDATION:

The City Manager recommends that the job descriptions for the Community Development Department and the Buyer position for the Finance Department be approved.

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, specifically authorizing the City Manager to reclassify or re-title certain job titles and positions.

Per the presentation schedule outlined during the January 23, 2024, Commission Meeting, draft versions of the Job Descriptions for the Community Development Department are now being presented for Commission review and approval.

Furthermore, recognizing the need to enhance our competitiveness in the job market and attract a more qualified pool of candidates for the Purchasing Assistant position, the decision was made to re-title the position as Buyer, reflecting market standards and enhancing its appeal to potential candidates.

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. Job Descriptions:
 - Administrative Coordinator
 - Administrative Specialist
 - Assistant Building Official
 - Assistant Community Development
 - Building Inspector
 - Building Official

- Buyer
- Chief Electrical Inspector
- Chief Mechanical Inspector
- Chief Plumbing Inspector
- Chief Structural Inspector
- Community Development Director
- Electrical Inspector
- IT Technician
- Mechanical Inspector
- Planner
- Plumbing Inspector
- Senior Administrative Assistant
- Structural Inspector

Workflow History 			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City Attorney	03/28/24 12:21 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Manager	03/28/24 12:30 PM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	03/28/24 06:43 PM
Allen, Tedra	Assigned to City Clerk	Route to City Manager	04/01/24 12:17 PM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	04/01/24 12:27 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	04/01/24 05:06 PM
Allen, Tedra	END WORKFLOW - APPROVED		04/02/24 01:12 PM