



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Human Resources

**DATE:** March 12, 2024

**SUBJECT:** Motion to approve the rest of the Utilities Department’s Job Descriptions  
– **Human Resources**

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends approval of the Job Descriptions presented.

**BACKGROUND OF ITEM:**

At the January 23, 2024 Commission Meeting, the Commission approved certain Job Descriptions from the Utilities Department subject to specific changes and corrections. Additionally, the Commission tasked staff with providing a comprehensive progress report regarding the integration of these Job Descriptions throughout the entire workforce.

As part of this process, the preliminary drafts of the Job Descriptions are presented and explained to each employee within their respective positions. Subsequently, employees are required to review and sign the draft versions ahead of the job descriptions coming before the Commission and before finalizing their signatures on the Commission Approved ones.

Over the course of the next five (5) Commission meetings, the presentation schedule for the Job Descriptions categorized by Department is outlined as follows:

- March 12<sup>th</sup>, 2024 – Utilities
- April 9<sup>th</sup>, 2024 – Community Development
- April 30<sup>th</sup>, 2024 – Finance, Administration and Human Resources
- May 14<sup>th</sup>, 2024 – Public Works
- May 28<sup>th</sup>, 2024 – Parks and Recreation

**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

## Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City Att...	02/28/24 01:52 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Ma...	02/28/24 01:58 PM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	02/28/24 02:16 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	03/01/24 01:38 PM
Allen, Tedra	END WORKFLOW - APPROVED		03/01/24 01:39 PM