

**SUBMITTED BY:** Rocio Garcia-Pedroza, HR Manager

**MANAGEMENT TEAM REVIEW:** Ana Urquijo, City Manager

**FOCUS AREA:** Organization Improvements

**ORGANIZATIONAL  
IMPROVEMENTS:**

**SUBJECT:** **SECOND READING of ORDINANCE NO. 23-1159**, an Ordinance of the Mayor and Council of the City of Douglas, Cochise County, Arizona, to undertake a **DEPARTMENTAL REORGANIZATION** affecting various departments and **AMENDING** the Ordinances No. 631, 673, 728, 848, 04-871, 09-954, 13-1027, 18-1086, 19-1103, 19-1108, 21-1133 and 22-1142; establishing severability of components of ordinance; and establishing an effective date thereof.

**EXECUTIVE SUMMARY:**

Staff is bringing forward a reorganization affecting several City of Douglas departments for Mayor & Council's approval.

**BACKGROUND:**

It is the City Manager's intent to evaluate all positions as they become vacant and identify efficiency opportunities. Recent attrition and analysis of needs will be better addressed through a reorganization. The current Marketing & Communications Specialist position structure cannot effectively manage and produce the results expected of the position for communications and tourism. The current Construction Supervisor position covers too many specialized areas (streets, curbing, sidewalk, streetlights, traffic lights, facilities maintenance, construction, and airport).

Through this reorganization, we recommend moving positions within departments, creating new divisions within departments, creating a classification, removing six positions from the organization, and adding two. These changes are needed to move forward efficiently in public works, development services, communications, and tourism.

**DISCUSSION:**

Below are the areas that require action as part of this reorganization:

**Public Works**

- Split the Construction Division into two; 1) Streets (streets, curbing, sidewalks, street lights and traffic lights) and 2) Facilities & Airport (facilities maintenance, construction activities and airport maintenance). Each division will have a supervisor. The current Construction Supervisor (range 28) will be reclassified to Facilities & Airport Supervisor (range 28) and propose to create a new Streets Supervisor position (range 28). *(Cost for this new position for remainder of FY 22/23 \$29,220; vacancy savings during this FY from a Maintenance Tech I position will be used to cover this new position)*
- Reclassify the Administrative Assistant I position (range 15) to Administrative Assistant / Permit Technician (range 17). This position will assist with permit processing in both Public Works and Development Services. *(Cost for this reclassification for remainder of FY 22/23 \$1,240; vacancy savings during this FY from the Adm Asst I position will be used to cover this reclassification)*
- Create a Wastewater Laborer classification (range 15). We currently have a general laborer classification (range 14) which has been used in different areas like streets, cemetery, and water. We are requesting to differentiate by one range the wastewater laborer from the general laborer due to the environment they must work in.

## **Community Services & Economic Development (CS/ED)**

- Reclassify the Marketing & Communications Specialist position (range 19) to Tourism Coordinator (range 19). Change the reporting structure for this position from the ED/CMO Project Coordinator to the current Parks & Recreation Manager position.
- Reclassify the Parks & Recreation Manager position (range 28) to Recreation & Tourism Manager (range 28). This position will manage aquatics, recreation, and tourism.
- Move the parks and cemetery areas to their own divisions reporting directly to the CS/ED Director.
- Move the Administrative Assistant I position from reporting to the Parks & Recreation Manager to the CS/ED Director.
- Remove the positions of Golf Supervisor, Golf Maintenance Worker and Golf Laborer from our current organizational chart. These positions have not been filled for over 5 years and are not currently budgeted. The golf course operations will be evaluated, and the correct structure of staff determined at that point if necessary.

## **Neighborhood Resources & Grants (NRG)**

- Remove the positions of Housing Manager, Housing Programs Specialist, and Occupancy Specialist from our current organizational chart.

## **City Manager's Office**

- Create a Public Relations Staff Assistant position (range 21) that will report to the City Manager. *(Cost for this new position for remainder of FY 22/23 \$21,720; vacancy savings during this FY from the Marketing & Communications Specialist and the Executive Assistant positions will be used to cover this new position)*

The attached documents include an organizational chart of all positions in the City.

## **FISCAL IMPACT:**

Vacancy savings of \$127,870 for this FY from the Maintenance Technician I, Administrative Assistant I, Marketing & Communications Specialist and Executive Assistant positions will be used to cover the cost of \$52,180 for the remainder of this FY for the one reclassification and two new positions.

**“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE THE SECOND READING OF ORDINANCE NO. 23-1159 BY NUMBER AND TITLE ONLY.”**