



Administrative Services Department Reorganization

City Council Meeting
December 20, 2022

Background

- In November 2020, City Council approved the Fiscal Year 2020/21 Citywide Reorganization Plan in response to the negative economic impacts of COVID-19
- A key component of the Plan was merging the Information Services and Human Resources Departments into a single Administrative Services Department. Changes made at that time:
 - Adding the Administrative Services Director position
 - Deleting the Human Resources Director position
 - Deleting the Chief Information Officer position



Background

- The HB Municipal Code Section 2.72.020 establishes a Human Resources Department and Section 2.72.040 sets forth the job and duties of Human Resources Director for HB
- The HB Municipal Code Section 2.114.010 establishes a Information Services Department and Section 2.114.040 sets for the job and duties of the Chief Information Officer.
- The upcoming departure of the current Administrative Services Director provides an opportunity to return to the organizational structure that best meets the City's needs
- Based on the complexity and volume of Human Resources and Information Services needs at the City, the departments need to be returned to the HB City original structure for these functions



Proposed Reorganization

- Per the Municipal Code, the HR department will need an HR director position
 - Maximum salary of \$224,702 and benefits of \$64,250
 - Fully-burdened annual cost of approximately \$288,952
- Resolution No. 2022-83 is proposed to update the appointed Non-Associated Salary Schedule to:
 - Delete the Administrative Services Director position
 - Add the Human Resources Director position
 - Add the Chief Information Officer position



Staff Recommendation

A) Approve the restoration of the organizational structure by reorganizing the Administrative Services Department into separate Human Resources and Information Technology Departments, authorize one additional full-time equivalent position (i.e., HR Director), and appropriate \$138,140 in FY 22/23; and

A) Adopt Resolution No. 2022-83



Questions?

