



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 Technology and Human Resources operations into a single Administrative Services Department



Background

- The upcoming departure of the current Administrative Services Director provides an opportunity to re-evaluate if the current operating structure best meets the City's evolving needs
- Based on the complexity and volume of Human Resources and Information Technology needs at the City, staff is recommending separating these functions into their own departments



Proposed Reorganization

- In order to bifurcate the department, a new director position is requested at a fully-burdened cost of approximately \$288,952 annually
- 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 Reorganization of the Administrative Services Department into separate Human Resources and Information Services Departments, authorize one additional full-time equivalent position, and appropriate \$138,140 in FY 22/23; and

- A) Adopt Resolution No. 2022-83



Questions?

