



## Legislation Details (With Text)

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<b>File created:</b>	1/12/2023	<b>In control:</b>	Personnel Commission
<b>On agenda:</b>	1/18/2023	<b>Final action:</b>	
<b>Title:</b>	Creation of Merged Job Classification Specifications		
<b>Attachments:</b>	1. Att#1 Classification and Compensation Study Implementation Plan MERGED Job Class Specifications		

Date	Ver.	Action By	Action	Result
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**SUBMITTED TO:** Personnel Commission

**SUBMITTED BY:** Travis Hopkins, Assistant City Manager

**DATE:** January 18, 2023

**Subject:**  
**Creation of Merged Job Classification Specifications**

At the November 15, 2022 City Council meeting, Council approved the Classification and Compensation Study Implementation Plan. This action requires multiple new, merged, and revised job classification specifications to be drafted and approved by the Personnel Commission. At the same meeting, Council also approved deletion of 55 job classifications/titles that are vacant/unused.

At the December 14, 2022 Personnel Commission meeting, the Commission formed two ad hoc committees and appointed members to each committee. The appointed members of the Merged Classification Specification Review Ad Hoc Committee - Vice-Chair Thompson and Commissioner Elford - were tasked with reviewing draft **merged** classifications specifications, and making recommendations to the full Commission at the January 18, 2023 Personnel Commission meeting.

The merged job classification titles and pay ranges approved by the City Council and ready for review at this time include:

- Accounting Technician (HBMT), Pay Range 153
- Finance Manager (MEO), Pay Range 236
- Information Technology Analyst (HBMT), Pay Range 201
- Senior Information Technology Analyst (HBMT), Pay Range 217
- Senior Information Technology Technician (HBMT), Pay Range 172
- Senior Public Works Maintenance Worker (HBMT), Pay Range 153
- Lead Public Works Maintenance Worker (HBMT), Pay Range 172
- Public Works Equipment Operator (HBMT), Pay Range 161

- Utility Equipment Operator (HBMT), Pay Range 167
- Public Works Maintenance Crew Leader (HBMT), Pay Range 188
- Public Works Maintenance Supervisor (MEO), Pay Range 206
- Senior Community and Library Services Supervisor (MEO), Pay Range 199
- Principal Combination Inspector (MEO), Pay Range 202
- Police Services Manager (MEO), Pay Range 219

These positions are a merger of at least two existing positions, and will all perform job duties necessary to fulfill the City's operational goals and objectives.

The Human Resources Department has created the job classifications in collaboration with the departments in which the positions are assigned, and the bargaining units representing each position have reviewed the proposed job classifications.

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION:**

**Amend the City's Classification Plan by approving the proposed merged job classifications of Accounting Technician, Finance Manager, Information Technology Analyst, Senior Information Technology Analyst, Senior Information Technology Technician, Senior Public Works Maintenance Worker, Lead Public Works Maintenance Worker, Public Works Equipment Operator, Utility Equipment Operator, Public Works Maintenance Crew Leader, Public Works Maintenance Supervisor, Senior Community and Library Services Supervisor, Principal Combination Inspector, and Police Services Manager.**

**Attachment(s):**

1. Classification and Compensation Study Implementation Plan MERGED Job Class Specifications