



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: April 6, 2020

Re: Approve Mid Fiscal Year 2020 Job Classification Changes and Budget Amendments in Community Relations, Parks and Recreation and Information Technology

Executive Summary

The proposed ordinance adopts mid FY 2020 classification change requests with budget amendments in Community Relations, Parks and Recreation and Information Technology.

Discussion

Three classification changes have been requested for mid FY 2020 consideration, and are outlined below. The requests have been reviewed by Human Resources, Finance and the City Manager's Office. The FY 2020 Classification and Pay Plan amendment sheet is attached.

Community Relations Department

The Community Relations Department is unable to meet 30 to 40% of client department needs for graphics for reports, social media, digital media and print media. To address this need the department requests the current .65 FTE Graphic Artist position be increased to a 1.0 FTE position. One vacant (1) FTE Customer Service Representative II position in the Contact Center would be deleted. The changes result in a net reduction of .65 FTE in Community Relations, and a cost reduction of \$29,037.

Parks and Recreation Department

The Parks and Recreation Department requests a downward reassignment of a vacant 1.0 FTE CDL Operator-773 position to a 1.0 FTE Parks and Grounds Technician-773. This change results in an \$8,686 cost reduction. The change allows the department to use the position more broadly, rather than being limited to only operation of mowing and trimming equipment. The Parks and Grounds Technician has more responsibility related to setting mowing schedules, overseeing work performed by seasonal staff, and the application of fertilizers and herbicides for turf health and weed control. The position would also assist with other horticulture tasks in the park system during non-mowing times throughout the year. The will allow the department to recruit for experience in horticulture, commercial landscaping and mowing instead of general equipment operation.

Information Technology Department

The Information Technology Department requests a downward reassignment of a 1.0 FTE Engineering Technician position to a 1.0 FTE GIS Technician. The job's role and duties have changed since GIS first started in city engineering divisions. The GIS Technician classification aligns with the work required in the position. This change has no fiscal impact.



Fiscal Impact

Short-Term Impact: Parks and Recreation \$8,686 cost reduction; Community Relations \$29,037 cost reduction

Long-Term Impact: Unknown

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
None	None

Suggested Council Action

Adopt the ordinance.