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FOR CITY COUNCIL PACKET
JANUARY 31, 2012

The February 7, 2012 Policy Session has been Cancelled

BACKUP INFORMATION FOR THE WEDNESDAY, FEBRUARY 1, 2012 FORMAL AGENDA

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Packet Date: January 26, 2012

CITY COUNCIL REPORT

FORMAL AGENDA

TO: Council Members AGENDA DATE: February 1, 2012

FROM: Greg Stanton PAGE: 1
Mayor

SUBJECT: BOARDS AND COMMISSIONS

Ahwatukee Foothills Village Planning Committee

Councilman Sal DiCiccio recommends the following reappointments:

Michael Hinz

Mr. Hinz is an Ahwatukee Neighborhood Leader, resides in District 6 and is recommended by Councilman Sal DiCiccio. He has completed his first term and his second term will expire November 19, 2012.

Darin Ann Sender

Ms. Sender as President/Attorney for Sender Associates, resides in District 6 and is recommended by Councilman Sal DiCiccio. She has completed her first term and her second term will expire November 19, 2013.

Brian Symes

Mr. Symes serves as Sole Proprietor of Symes Enterprises, resides in District 6 and is recommended by Councilman Sal DiCiccio. He has completed his first term and his second term will expire November 19, 2013.

Councilman Sal DiCiccio recommends the following new appointment:

Michael Middleton

Mr. Middleton is a realtor for HomeSmart Realty, resides in District 6 and is recommended by Councilman Sal DiCiccio. He will be filling a partial term that will expire November 19, 2013.

Alhambra Village Planning Committee

Councilman Sal DiCiccio recommends the following reappointment:

Alexander Malkoon

Mr. Malkoon serves as President of Cedar Square Holdings, LLC, resides in District 6 and is recommended by Councilman Sal DiCiccio. He has completed his first term and his second term will expire November 19, 2013.

Camelback East Village Planning Committee

Councilman Sal DiCiccio recommends the following reappointments:

Greg Abbott

Mr. Abbott is a broker with De Rito Partners, resides in District 6 and is recommended by Councilman Sal DiCiccio. He has completed a partial term and his first full term will expire November 19, 2013.

Chris DeRose

Mr. DeRose of the DeRose Law Firm, resides in District 6 and is recommended by Councilman Sal DiCiccio. He has completed a partial term and his first full term will expire November 19, 2013.

Kathryn Langmade

Ms. Langmade serves as President of W.J. Maloney Plumbing Co., Inc., resides in District 6 and is recommended by Councilman Sal DiCiccio. She has completed a partial term and her first full term will expire November 19, 2013.

Morris Stein

Mr. Stein serves as Principal and Senior Vice President of HKS, resides in District 6 and is recommended by Councilman Sal DiCiccio. He has completed a partial term and his first full term will expire November 19, 2013.

Jay Swart

Mr. Swart is a Biltmore Neighborhood Leader, resides in District 6 and is recommended by Councilman Sal DiCiccio. He has completed his first term and his second term will expire November 19, 2013.

Deer Valley Village Planning Committee

Councilwoman Thelda Williams recommends the following new appointment:

Cynthia Williams

Ms. Williams is a teacher at the Maricopa County Sheriff's Office, resides in District 1 and is recommended by Councilwoman Thelda Williams. She will be filling a partial term that will expire November 19, 2013.

Desert View Village Planning Committee

Mayor Greg Stanton recommends the following new appointment:

Steven Kruczek

Mr. Kruczek is a Senior Analyst with GE Franchise Finance, resides in District 2 and is recommended by Mayor Greg Stanton. He will be filling a partial term that will expire November 19, 2013.

Design Review Committee

Mayor Greg Stanton recommends the following new appointments:

John Glenn

Mr. Glenn is an architect with CCBG Architects and is the current chair of the Central City Village Planning Committee. He replaces Christopher Bleuenstein who is no longer a member of the Central City Village Planning Committee. He will be filling a partial term that will expire April 3, 2013.

Otis White

Mr. White serves as Assessment Coordinator for at Arizona State University and is a member of the Central City Village Planning Committee. He replaces Erik Anderson who is no longer a member of the Central City Village Planning Committee. He will be filling a partial term that will expire April 3, 2012.

Development Process Ad Hoc Task Force

Councilman Daniel Valenzuela recommends the following new appointment to the Steering Committee:

Shawn Hutchinson

Mr. Hutchinson is the President of the Maricopa Area Labor Federation

Councilman Michael Nowakowski recommends the following new appointment to the Steering Committee:

Rodney Glassman

Mr. Glassman is the Director for Public Sector Solutions for Waste Management Arizona/New Mexico.

Councilman Sal DiCiccio recommends the following new appointment to the Commercial Subcommittee:

Roger Ferland

Mr. Ferland is a partner with Quarles & Brady LLP.

Councilman Michael Nowakowski recommends the following new appointment to the Commercial Subcommittee:

Chris Van Kirk

Mr. Van Kirk is the Business Agent for the Arizona Pipe Trades.

Councilman Daniel Valenzuela recommends the following new appointments to the Commercial Subcommittee:

Dion Abril

Mr. Abril is Treasurer for the Arizona Building and Construction Trades Council.

Shawn Hutchinson

Mr. Hutchinson is the President of the Maricopa Area Labor Federation

Mayor Greg Stanton recommends the following new appointment to the Residential Subcommittee:

Mel Ingwaldson

Mr. Ingwaldson is the Director of the Arizona Plumbing and Cooling Contractors.

Councilman Daniel Valenzuela recommends the following new appointment to the Residential Subcommittee:

Tom McDermott

Mr. McDermott is the Business Agent for Sheet Metal Workers 359.

Councilman Michael Nowakowski recommends the following new appointment to the Planning and Zoning Subcommittee:

George Sapien

Mr. Sapien is an Apprenticeship Director for the Arizona Sheet Metal Apprenticeship Joint Training Center.

Councilman Daniel Valenzuela recommends the following new appointment to the Planning and Zoning Subcommittee:

Terry Wright

Mr. Wright is the President/Business Agent for Ironworkers 75.

Neighborhood Block Watch Fund Oversight Committee

Mayor Greg Stanton recommends the following new appointment:

Ted McClure

Mr. McClure is an entrepreneur and small businessman and resides in District 8. He is replacing Marcus Dell'Artino whose term expired and will be filling a partial term that will expire August 31, 2013.

Phoenix Workforce Connection

Mayor Greg Stanton recommends the following new appointment:

Tonya Norwood

Ms. Norwood is Executive Director of the Arizona Consumers Council and resides in District 3. She is replacing Cynthia M. Spell Tweh whose term expired and will be filling a partial term that will expire August 31, 2014.

4. Reclassify position number 2408, Deputy Budget and Research Director*Tech Analysis, Code 05351, Salary Plan 013, Grade 844 (\$7,001-\$11,033), to Deputy Budget and Research Director, Code 05350, Salary Plan 013, Grade 842 (\$6,351-\$10,007).

5. Abolish the assignment of Tech Analysis, Code 05351, Salary Plan 013, Grade 844 (\$7,001-\$11,033), from the classification of Deputy Budget and Research Director, Code 05350, Salary Plan 013, Grade 842 (\$6,351-\$10,007).

The estimated savings of these actions for a full fiscal year, including benefits, is \$7,258.

FINDINGS

Budget and Research has a strong need for a new Capital Improvement Program (CIP) Coordinator position that will be responsible for central management of the City's capital improvement program. The position will supervise budget staff in performing professional fiscal analysis and research duties in support of the preparation and administration of capital budgets. These duties were previously performed by a Deputy Budget and Research Director, however unlike a Deputy Director, the position will not oversee a division of staff and the scope of responsibility is not as broad. The CIP Coordinator will supervise Budget Analysts II and III and will be responsible for: preparation of the preliminary and capital budget document; management of processes to review capital and bond funded projects; management of capital needs analyses; reviewing and approving budget control documents, Requests for Council Action (RCAs), and Statements of Readiness (SORs); and analyzing, interpreting, and reporting research findings and recommendations.

CONCLUSIONS

Many of these duties are currently being performed by the Deputy Budget and Research Director*Technical Analysis and the Budget Analyst III*Technical Analysis. As a result of the shifting CIP responsibility from both these positions, it is also recommended to remove the assignments.

HUMAN RESOURCES COMMITTEE DISCUSSION AND RECOMMENDATIONS

Mario Paniagua, Budget and Research Director, explained that these assignments were created about a year ago in response to cutting a Deputy Director position in the last organizational review. Budget and Research has since realized the need for this to be a stand-alone position with the sole focus on CIP.

The Human Resources Committee accepted the staff recommendations.

ITEM B

STREET TRANSPORTATION- ENGINEERING SUPERVISOR

RECOMMENDATION

1. Establish an assignment to the classification of Engineering Supervisor, Code 20240, Salary Plan 013, Grade 840 (\$5,760-\$9,074), of Supervisory and Professional, Code 20241, Salary Plan 001, Grade 041 (\$6,077-\$9,046), Benefit Category 007, Unit Code 007, EEO-4 Category/Group: Professionals, FLSA: Exempt.

No immediate cost or savings will result from this action since conversion of positions from the middle management category to supervisory and professional will be made through attrition.

2. Abolish the assignment of Team Leader, Code 21131, Salary Plan 001, Grade 041 (\$6,077-\$9,046), from the classification of Traffic Engineer III, Code 21130, Salary Plan 001, Grade 039 (\$5,488-\$8,183).

3. Change the salary plan, grade, benefit category, unit code, and EEO-4 category of Traffic Engineering Supervisor, Salary Plan 013, Grade 840 (\$5,760-\$9,074), Benefit Category 009, Unit Code 008, EEO-4 Category Officials and Administrators, to Salary Plan 001, Grade 041 (\$6,077-\$9,046), Benefit Category 007, Unit Code 007, EEO-4 Category Professionals.

The estimated savings of these actions for a full fiscal year, including benefits, is \$5,703.

FINDINGS

Currently the Street Transportation Department has a total of three Engineering Supervisor positions (all filled) and one Traffic Engineering Supervisor position (currently vacant). These middle-manager positions (Grade 840) report to a Deputy Street Transportation Director (Grade 842).

As part of the Citywide organizational review, the City is assessing the need for management-designated positions, particularly in cases where a middle-management position is reporting directly to another middle-management position. In addition, a review of similar positions in the City (supervisors of senior technical and professional positions that manage multiple projects or programs and report to a middle manager) include such titles as Civil Engineer III*Team Leader (Grade 041), IT Project Manager (Grade 041) and Accounting Supervisor (Grade 039), all in the Supervisory and Professional category. Based on a review of the reporting structure and essential functions of the relevant classifications in the Street Transportation Department, it appears warranted to convert (through attrition) all of the Engineering and Traffic Engineering Supervisors to the newly established Supervisory and Professional job category.

The supervisor positions in the Street Transportation Department perform complex administrative tasks, detailed technical activities, advanced professional engineering assignments, and demanding supervisory tasks. They plan, program, design, coordinate, construct, operate, and maintain the City's multi-billion dollar street infrastructure system. This system includes 5,000 miles of streets, over

1,000 signalized intersections, and the associated sidewalks, bike lanes, curbs, gutters, bridges, culverts, dams, levees, traffic signals and signs, lane striping, drainage channels, and storm sewers as well as the sanitary sewers and water lines located within the right-of-way. The supervisors will be responsible for securing and executing multi-million dollar contracts and managing complex budgets from a variety of funding sources. They supervise a multi-disciplinary team of professional and technical staff, consultants, contractors, inspectors, and other support staff.

CONCLUSIONS

In conclusion, Pay Grade 041 is recommended for the classifications to provide an adequate pay differential between the supervisory level and the classifications it supervises (typically topping out at Grade 039); to recognize the required job knowledge, problem solving, and accountability required of the class; and to maintain equity with the related positions Citywide.

HUMAN RESOURCES COMMITTEE DISCUSSION AND RECOMMENDATIONS

Kevin Hobin, Human Resources Supervisor from Street Transportation Department, was present and stated that the department strongly agrees with the recommendations of the Human Resources Department.

The Human Resources Committee accepted the staff recommendations.

ITEM C

COMMUNITY AND ECONOMIC DEVELOPMENT – DEPUTY HUMAN SERVICES DIRECTOR

RECOMMENDATION

Reclassify position number 1597, Deputy Human Services Director, Code 07790, Salary Plan 013, Grade 842 (\$6,351-\$10,007), to Deputy Economic Development Director, Code 27480, Salary Plan 013, Grade 842 (\$6,351-\$10,007).

No cost or savings will result from this action.

FINDINGS

In 2005, the Workforce Investment Act (WIA) program and the Workforce Division staff which coordinates and executes the program was moved from the Human Services Department to the Community and Economic Development Department. The division was, and is currently, led by a Deputy Human Services Director.

CONCLUSIONS

To maintain parity within the management staff of the Community and Economic Development Department, reclassifying position number 1597, Deputy Human Services Director, to Deputy Economic Development Director is appropriate.

HUMAN RESOURCES COMMITTEE DISCUSSION AND RECOMMENDATIONS

There were no representatives from the relating departments present.

The Human Resources Committee accepted the staff recommendations.

ITEM D

HOUSING – INFO TECH SERVICE SPECIALIST

Research was conducted of position number 5295, Information Technology Service Specialist. A recommendation to reclass the position went to Personnel Committee in August 2008. Personnel Committee agreed with staff's recommendation but was withdrawn from the City Council agenda due to the moratorium on class studies. The results of that study follow:

RECOMMENDATIONS

Reclassify position number 5295, Information Technology Service Specialist, Code 09840, Salary Plan 001, Grade 033 (\$4,070-\$6,077), to Senior User Technology Specialist, Code 09790, Salary Plan 001, Grade 037 (\$4,964-\$7,413).

The estimated cost of this action for a full fiscal year, including benefits, is \$10,122.

FINDINGS

The Housing Department has an Information Technology Service Specialist position located within the Technical Services Section of the Management Services Division. The position reports to an Information Technology Project Manager (Grade 041) and provides network and computer support for the department. The position has evolved and become the main point of contact for administering application servers which host the automated Housing System. The Housing system is used by housing operations from conventional housing, to external customer online tenant applications.

The Information Technology Service Specialist under study has become a valuable resource for researching server hardware technology and other hardware products to fill the business needs of the department. The position researches, plans, and tests software and operating systems for department use, determining how the software applications will function on the network servers, and evaluating their performance. Other duties include installing, configuring, managing, and updating servers and client PCs; running performance testing against server operation systems and applications; making needed changes, troubleshooting, and resolving network connectivity issues; and maintaining the department's applications, which is the City's Housing system for internal and external customers.

Originally, the subject position was responsible for running reports, and tracking workflow and processes for the technical services area. Due to staffing changes, the subject position accrued duties originally performed by a User Technology Specialist. In addition to those duties, the position has also grown in scope and is now fully responsible for network, Web, and data processing functions which include Novell

administration, and coordination of LAN and WAN resources and repair. This consists of solving connectivity problems, file server problems, updating software and hardware, network backup restores, creating and maintaining user groups, and administering security patches and security scans to all Housing Department users. Additionally, the position is responsible for Website development and programming, UNIX system administration, Informix database manipulation, data process management, information technology purchases, department-wide desktop computer maintenance, local and networked printer maintenance, remote laptop communication and LAN Desk administration. Also, the subject position is responsible for training all new staff on the use of the Housing System, Lotus Notes, and other computer applications.

Since the 2008 study, the position continues to function as the main support for network administration which includes maintenance, security, WAN support, SharePoint intranet, CMS internet, VisualHOMES, and department crystal reports, which requires programming; all commensurate with duties of a Senior User Technology Specialist.

CONCLUSIONS

The position continues to provide software support of a complex nature that requires knowledge of department applications and how they are integrated in the network and server environment. The position continues to be the lead role as server management for the department, resolving desktop, network, and hardware related issues. In addition, the subject position works independently and also serves as the backup to the Information Technology Project Manager regarding system administration, and will serve a critical role in the Housing system upgrade to a Cloud format anticipated in 2013.

For purposes of internal equity and proper classification, it is still appropriate to reclassify position number 5295 to Senior User Technology Specialist.

HUMAN RESOURCES COMMITTEE DISCUSSION AND RECOMMENDATIONS

Janet Smith asked the analyst if the duties had changed since 2008. The analyst responded they had not. There were no representatives from the relating departments present.

The Human Resources Committee accepted the staff recommendations.

ITEM E

NEIGHBORHOOD SERVICES – GRANTS COMPLIANCE SUPERVISOR

RECOMMENDATION

1. Change the title of Grants Compliance Supervisor, Code 18550, Salary Plan 001, Grade 038 (\$5,224-\$7,783) to Compliance Supervisor, Code 18550, Salary Plan 001, Grade 038 (\$5,224-\$7,783).

No cost or savings will result from this action.

FINDINGS

The Neighborhood Services Department recognized the need to maximize resources and create efficiencies within their department. In recent years, the scope, volume, and complexity of property maintenance and zoning violation caseload has increased in the Neighborhood Preservation Division.

The Grants Compliance Supervisor oversees the scope, volume and complexity of property maintenance and zoning violation caseloads as well as the code compliance program. Changing the title to Compliance Supervisor will alleviate the focus from grants and allow the position to function at a program manager level that can handle the necessary depth and range of administrative, legal, policy, and program responsibility.

CONCLUSIONS

The classification of Grants Compliance Supervisor can be modified to remove the reference to grants. The new, broader classification of Compliance Supervisor will give the Neighborhood Services Department, or other departments, the flexibility to use this classification for supervising staff in ensuring compliance with program regulations and enforcement and application of codes/ordinances.

HUMAN RESOURCES COMMITTEE DISCUSSION AND RECOMMENDATIONS

There were no representatives from the relating departments present.

The Human Resources Director reiterated this classification is Neighborhood Services Department specific, rather than Citywide.

The Human Resources Committee accepted the staff recommendations.

ITEM F

PLANNING AND DEVELOPMENT – VARIOIUS DEVELOPMENT SERVICES CLASSIFICATIONS

RECOMMENDATION

1. Change the title of Development Services Director (NC), Code 60870, Salary Plan 018, Grade 908 (\$8,557-\$13,482) to Planning and Development Director (NC).
2. Change the title of Assistant Development Services Director, Code 60910, Salary Plan 018, Grade 904 (\$7,030-\$11,064) to Assistant Planning and Development Director and reclassify position number 302, Assistant Planning Director, Code 18260, Salary Plan 018, Grade 904 (\$7,030-\$11,064), to the classification.
3. Change the title of Deputy Development Services Director, Code 60930, Salary Plan 013, Grade 842 (\$6,351-\$10,007) to Deputy Planning and Development Director.

4. Change the title of Development Services Team Leader, Code 23510, Salary Plan 001, Grade 040 (\$5,770-\$8,615) to Planning and Development Team Leader.

No cost or savings will result from this action.

FINDINGS

In July 2010, the Planning and Development Services departments combined to create one department responsible for development. On February 23, 2011, City Council approved the department's name change to the Planning and Development Department.

CONCLUSIONS

The title changes reflect the consolidation of the two departments and their subsequent name change.

HUMAN RESOURCES COMMITTEE DISCUSSION AND RECOMMENDATIONS

There were no representatives from the relating departments present.

The Human Resources Committee accepted the staff recommendations.

ITEM G

PUBLIC WORKS – ADMINISTRATIVE ASSISTANT I

At the request of the City Engineer, a study was conducted of position number 8219, Administrative Assistant I. A recommendation to reclass the position went to Personnel Committee in August 2008. Personnel Committee agreed with staff's recommendation but was withdrawn from the City Council agenda due to the moratorium on class studies. The results of that study follow.

RECOMMENDATION

Reclassify position number 8219, Administrative Assistant I, Code 06030, Salary Plan 001, Grade 030 (\$3,508– \$5,224), to Administrative Assistant II, Code 06040, Salary Plan 001, Grade 035 (\$4,488 – \$6,703).

No immediate cost or savings will result from this action.

FINDINGS

In April of 2010, the Engineering and Architectural Services Department merged with the Public Works Department. The subject position continues to monitor the Central Records Section, but no longer has the same reporting structure. The position now reports to a Deputy Public Works Director (Grade 842), but oversees less staff with 3 Engineering Tech (Grade 324) positions and 1 Admin Aide*U7 (Grade 726) position.

As a result of organizational reviews, the Design and Construction Management Division needs to add additional duties to the position which is commensurate with other Administrative Assistant II positions Citywide. Presently, the Design and Construction Division does not have any dedicated administrative staff. A Budget Analyst II position is being reallocated to the Department's Fiscal Section which creates a need for administrative and budgeting assistance. In addition to monitoring Central Records, the position will now be responsible for preparing and coordinating the division's operating budget and maintaining proper controls, managing expenditures; and monitoring and calculating the recovery analysis at 3+9, 7+5, and at fiscal year-end. The position will also serve as the division's budget liaison, providing input regarding division's fees including rate calculation and the EAST module to educate staff pertaining to new rates/fees on an ongoing basis. This position will also prepare and submit all financial, budget, and management reports for the division and serve as the personnel and training liaison. Other administrative duties include composing the division's CCRs and RCAs; monitoring time sheet entries for staff in CATS; providing supervisor reports as needed; developing and implementing policies and procedures; planning, organizing, and directing administrative processes and systems to accomplish department and division's goals ensuring items are completed in a timely manner.

The subject position will also continue to provide oversight of the records section which consists of official records including contracts, insurance, contract bonds, construction plans, Right-of-Way maps, as-builts, aerial photography, and large scale reprographic services acting as the Records Control Officer. Responsibilities include researching and reporting the section's productivity, improvements, vendors, services, and maintenance contracts. Responsibilities also include overseeing the validity and deposition of records from active records, to archival records, to the destruction of records. The position administers the CIP project files which are the official records for the Citywide CIP Bond Program. This includes managing the database and approving storage transmittals and destruction reports.

CONCLUSIONS

The incumbent still manages central records. The incumbent must still be knowledgeable of Arizona State Statutes rules and regulations regarding records management and public records, City of Phoenix Administrative Regulations, as well as City Clerk and City Auditor policies and procedures. The position reviews requests and responds to subpoenas and media and public records requests related to capital improvement projects, and meets with attorneys and oversees legal file reviews and reproductions for customers.

An analysis of the assigned duties above, plus the continued monitoring of central records, finds the subject position in support of the Administrative Assistant II job class, Pay Grade 035. Although the position is filled, the incumbent is neither on an eligible list, nor performing the additional duties for the past 12 months; consequently, the position will be underfilled with no immediate cost resulting from this action. For purposes of internal equity and proper classification, it is still appropriate to reclassify position number 8219 to Administrative Assistant II.

HUMAN RESOURCES COMMITTEE DISCUSSION AND RECOMMENDATIONS

There were no representatives from the relating departments present.

The Human Resources Committee accepted the staff recommendations.

ITEM H

CITYWIDE

Title Change from Personnel to Human Resources

RECOMMENDATION

1. Change the title of Personnel Director, Code 05190, Salary Plan 018, Grade 908 (\$8,557-\$13,482), to Human Resources Director, Code 05190, Salary Plan 018, Grade 908 (\$8,557-\$13,482).
2. Change the title of Assistant Personnel Director, Code 05180, Salary Plan 018, Grade 904 (\$7,030-\$11,064), to Assistant Human Resources Director, Code 05180, Salary Plan 018, Grade 904 (\$7,030-\$11,064).
3. Change the title of Deputy Personnel Director, Code 05400, Salary Plan 013, Grade 842 (\$6,351-\$10,007), to Deputy Human Resources Director, Code 05400, Salary Plan 013, Grade 842 (\$6,351-\$10,007).
4. Change the title of Personnel Supervisor, Code 05130, Salary Plan 001, Grade 038 (\$5,224-\$7,783), to Human Resources Supervisor, Code 05130, Salary Plan 001, Grade 038 (\$5,224-\$7,783).
5. Change the title of Personnel Officer, Code 05220, Salary Plan 001, Grade 035 (\$4,488-\$6,703), to Human Resources Officer, Code 05220, Salary Plan 001, Grade 035 (\$4,488-\$6,703).
6. Change the title of Personnel Analyst II, Code 05120, Salary Plan 001, Grade 033 (\$4,070-\$6,077), to Senior Human Resources Analyst, Code 05120, Salary Plan 001, Grade 033 (\$4,070-\$6,077).
7. Change the title of Personnel Analyst I, Code 05110, Salary Plan 001, Grade 030 (\$3,508-\$5,224), to Human Resources Analyst, Code 05110, Salary Plan 001, Grade 030 (\$3,508-\$5,224).
8. Change the title of Personnel Aide, Code 05020, Salary Plan 012, Grade 726 (\$2,941-\$4,378), to Human Resources Aide, Code 05020, Salary Plan 012, Grade 726 (\$2,941-\$4,378).
9. Change the title of Personnel Aide*U7, Code 05021, Salary Plan 012, Grade 726 (\$2,941-\$4,378), to Human Resources Aide*U7, Code 05020, Salary Plan 012, Grade 726 (\$2,941-\$4,378).

10. Change the title of Personnel Clerk II, Code 01420, Salary Plan 012, Grade 723 (\$2,553-\$3,765), to Senior Human Resources Clerk, Code 01420, Salary Plan 012, Grade 723 (\$2,553-\$3,765).
11. Change the title of Personnel Clerk I, Code 01410, Salary Plan 012, Grade 721 (\$2,328-\$3,406), to Human Resources Clerk, Code 01410, Salary Plan 012, Grade 721 (\$2,328-\$3,406).

No cost or savings will result from this action.

FINDINGS

On October 21, 2009, City Council approved the department's name change from the Personnel Department to the Human Resources Department.

CONCLUSIONS

Change classification titles from Personnel to Human Resources.

Citywide Housekeeping for change of unit designations/abolish assignments

At the request of the Human Resources Director, research was conducted of base classifications Citywide that had unit designation assignments with no positions or incumbents in the base class. The results of that research follow.

BACKGROUND

Currently, there are 12 Courier positions Citywide (3076, 3548, 5367, 8657, 9774, 10516, 94341, 94413, 95782, 95783, 95784, 99895) with a designation of Unit 2, and no positions allocated to the base class designated as Unit 1.

RECOMMENDATION

1. Change the salary plan, grade, benefit category and unit code of base class Courier, Job Code 00480 Salary Plan 002, Grade 111 (\$2,472-\$3,234), Benefit Category 001, Unit Code 001, to Salary Plan 004, Grade 211 (\$2,531-\$3,151), Benefit Category 002, Unit Code 002, and reclassify all positions in the Unit 2 assignment, Job Code 00481, Salary Plan 004, Grade 211 (\$2,531-\$3,151), Benefit Category 002, Unit Code 002, to the base class.

No cost or savings will result from this action.

2. Abolish the assignment of Courier*U2, Unit 2, Job Code 00481, Salary Plan 004, Grade 211 (\$2,531-\$3,151) from the classification of Courier, Code 00480, Salary Plan 002, Grade 111 (\$2,472-\$3,234).

No cost or savings will result from this action.

BACKGROUND

Currently, there is 1 Word Processing Secretary (8325) found in the Police Department that has a designation of Unit 3 and no positions allocated to the base class designated as Unit 008.

RECOMMENDATION

3. Change the salary plan, grade, benefit category and unit code of base class Word Processing Secretary, Job Code 00370, Salary Plan 012, Grade 723 (\$2,553-\$3,765), Benefit Category 008, Unit Code 008 to Salary Plan 006, Grade 323 (\$2,550-\$3,708), Benefit Category 003, Unit Code 003, and reclassify position 8325 to the base class.

No cost or savings will result from this action.

4. Abolish the assignment of Unit 3, Job Code 00373, Salary Plan 006, Grade 323 (\$2,550-\$3,708) from the classification of Word Processing Secretary, Code 00370, Salary Plan 012, Grade 723 (\$2,553-\$3,765).

No cost or savings will result from this action.

BACKGROUND

Currently, there is 1 Chief Drafting Technician (7094) in the Aviation department that has a designation of Unit 7 and no positions allocated to the base class.

RECOMMENDATION

5. Change the salary plan, grade, benefit category and unit code of base class Chief Drafting Technician, Job Code 19140, Salary Plan 006, Grade 331 (\$3,708-\$5,444), Benefit Category 003, Unit Code 003, to Salary Plan 001, Grade 031 (\$3,687-\$5,488), Benefit Category 007, Unit Code 007 and reclassify position 7094 to the base class.

No cost or savings will result from this action.

6. Abolish the assignment of Unit 7, Job Code 19141, Salary Plan 001, Grade 031 (\$3,687-\$5,488) from the classification of Chief Drafting Technician, Code 19140, Salary Plan 006, Grade 331 (\$3,708-\$5,444).

No cost or savings will result from this action.

BACKGROUND

Currently, there are 2 Field Inspectors (1731 & 3355) in the Water department that has a designation of Unit 2 and no positions allocated to the base class.

RECOMMENDATION

7. Change the salary plan, grade, benefit category and unit code of base class Field Inspector, Job Code 71160, Salary Plan 002, Grade 118 (\$3,113-\$4,318), Benefit Category 001, Unit Code 001 to Salary Plan 004, Grade 218 (\$3,151-\$4,203), Benefit Category 002, Unit Code 002, and reclassify positions 1731 and 3355 to the base class.

No cost or savings will result from this action.

8. Abolish the assignment of Unit 2, Job Code 71161, Salary Plan 004, Grade 218 (\$3,151-\$4,203) from the classification of Field Inspector, Code 71160, Salary Plan 002, Grade 118 (\$3,113-\$4,318).

No cost or savings will result from this action.

BACKGROUND

There are no remaining BEO II positions designated as Unit 7 throughout any of the City's departments. Currently, there are 23 positions Citywide (0358, 3284, 4316, 5506, 7550, 8243, 8684, 8686, 9368, 11054, 18017, 18048, 19088, 195101, 92026, 92646, 92718, 95574, 95575, 95576, 95577, 95588, 96110) designated as Unit 2.

RECOMMENDATION

9. Change the salary plan, grade, benefit category and unit code of base class Building Equipment Operator II, Job Code 74680, Salary Plan 001, Grade 030 (\$3,481-\$5,183), Benefit Category 007, Unit Code 007, to Salary Plan 005, Grade 223 (\$4,169-\$5,080), Benefit Category 002, Unit Code 002 and reclassify all positions in the Unit 2 assignment, Job Code 74682, Salary Plan 005, Grade 223 Grade 223 (\$4,169-\$5,080), Benefit Category 002, Unit Code 002, to the base class.

No cost or savings will result from this action.

10. Abolish the assignment of Unit 2, Job Code 74682, Salary Plan 005, Grade 223 (\$4,169-\$5,080) from the classification of Building Equipment Operator II, Code 74680, Salary Plan 001, Grade 030 (\$3,481-\$5,183).

No cost or savings will result from this action.

CONCLUSION

All of these recommendations do not affect the classification or pay of any incumbent or position; therefore, no cost or savings will result from these actions. As a matter of housekeeping, it is recommended these base classification designations change to the appropriate unit designation, and the assignments be abolished accordingly.

Citywide Housekeeping – classifications/assignments with no positions in any departments

At the request of the Human Resources Director, research was conducted of classifications and assignments with no positions or incumbents in any City departments. The results of that research follow.

RECOMMENDATIONS

1 – 99. Abolish the following classifications and assignments:

AMEND CLASSIFICATION ORDINANCE S-5815 AND PAY ORDINANCE S- 37212 IN ACCORDANCE WITH HUMAN RESOURCES COMMITTEE 592 RECOMMENDATIO NS	Job Code	Job Class	Sal Plan	Grade	Min	Max
1	00310	Secretary I	006	319	\$25,376	\$36,816
2	00332	Secretary III*Mayor/Council	001	027	\$36,150	\$53,851
3	00360	Office Systems Supervisor	001	027	\$36,150	\$53,851
4	00420	Micrographics Operator	006	320	\$26,562	\$38,501
5	00641	Court Interpreter*Ld	006	330	\$42,390	\$62,275
6	01032	Admin Secretary*Mayor	001	029	\$39,915	\$59,571
7	01050	Council Reporter Coordinator	001	030	\$42,099	\$62,691
8	01060	Secretary to Mayor(NC)	001	035	\$53,851	\$80,434
9	01100	Records Imaging Specialist	006	326	\$35,298	\$51,251
10	01110	Records Clerk I	006	320	\$26,562	\$38,501
11	01261	Police Coding Clerk*Lead	006	325	\$33,592	\$48,922
12	01310	Account Clerk I	006	319	\$25,376	\$36,816
13	01721	Telecommunications Operator*Ld	006	322	\$29,307	\$42,390
14	02000	Lithographic Photographer	006	322	\$29,307	\$42,390
15	02043	Offset Press Operator*Lead	001	025	\$32,656	\$48,838
16	03360	Tax Audit Supervisor	001	037	\$59,571	\$88,962
17	03540	License Inspector Trainee (NC)	006	323	\$30,597	\$44,491
18	03650	License Service Supervisor	001	036	\$56,701	\$84,552
19	04280	Auto Parts Buyer	001	031	\$44,242	\$65,853
20	04281	Auto Parts Buyer*Lead	001	033	\$48,838	\$72,925

AMEND CLASSIFICATION ORDINANCE S-5815 AND PAY ORDINANCE S- 37212 IN ACCORDANCE WITH HUMAN RESOURCES COMMITTEE 592 RECOMMENDATIO NS	Job Code	Job Class	Sal Plan	Grade	Min	Max
21	05080	Safety Administrator	013	838	\$62,733	\$98,758
22	05140	Personnel Test Analyst	001	037	\$59,571	\$88,962
23	05311	Management Asst I*Mayors Staff	001	035	\$53,851	\$80,434
24	05322	Management Asst II*IntergovPrg	001	039	\$65,853	\$98,197
25	05480	PERB Administrative Asst (NC)	001	032	\$46,301	\$69,243
26	05550	Business Assistance Adm	013	841	\$72,530	\$114,317
27	06210	Special Projects Manager	018	903	\$80,205	\$126,381
28	06410	Deputy Public Info Director	013	840	\$69,118	\$108,888
29	06640	Contracting Officer	001	040	\$69,243	\$103,376
30	07140	Senior Workers Program Coord	001	032	\$46,301	\$69,243
31	07310	Community Worker I	006	320	\$26,562	\$38,501
32	07902	Human Svcs Prog Coord*Head St	001	038	\$62,691	\$93,392
33	08650	Housing Development Assistant	001	030	\$42,099	\$62,691
34	08700	Housing Rehab Spec Trainee(NC)	006	326	\$35,298	\$51,251
35	09150	Computer Operator Trainee (NC)	006	323	\$30,597	\$44,491
36	09600	Info Tech Trainee (NC)	006	328	\$38,501	\$56,514
37	09640	Computer Operations Specialist	001	033	\$48,838	\$72,925
38	10032	Legal Assistant*Administration	006	330	\$42,390	\$62,275
39	12090	Senior Property Records Spec	001	032	\$46,301	\$69,243
40	12231	Deputy City Clerk*Ofc Info Sys	013	842	\$76,211	\$120,078
41	12276	Deputy Finance Director*Housing	018	903	\$80,205	\$126,381
42	12290	Chief Financial Officer (NC)	018	910	\$113,360	\$178,568
43	12350	Claims Adjuster I	001	030	\$42,099	\$62,691
44	17900	Light Rail Loaned Exec (NC)	018	907	\$97,760	\$154,003
45	18270	Planning Administrator	013	841	\$72,530	\$114,317
46	18290	Planning Director (NC)	018	908	\$102,690	\$161,782

AMEND CLASSIFICATION ORDINANCE S-5815 AND PAY ORDINANCE S- 37212 IN ACCORDANCE WITH HUMAN RESOURCES COMMITTEE 592 RECOMMENDATIO NS	Job Code	Job Class	Sal Plan	Grade	Min	Max
47	18531	Neighborhood Specialist*Lead	001	036	\$56,701	\$84,552
48	19120	Drafting Technician	006	324	\$31,886	\$46,592
49	19220	Engineering Aide	006	320	\$26,562	\$38,501
50	19253	Chief Engineering Tech*U1	002	122	\$43,867	\$60,757
51	20090	Technical Trainee (NC)	005	205	\$27,518	\$31,283
52	20140	Electrical Engineer	001	039	\$65,853	\$98,197
53	20250	Deputy City Engineer	013	842	\$76,211	\$120,078
54	22020	Asst Water Services Supt	001	039	\$65,853	\$98,197
55	23050	Architectural Supervisor	013	840	\$69,118	\$108,888
56	25270	General Aviation Airport Supv	001	037	\$59,571	\$88,962
57	27440	Lead Ticket Seller	006	323	\$30,597	\$44,491
58	30201	Library Assistant*Periodicals	001	027	\$36,150	\$53,851
59	40140	Park Ranger I	002	114	\$32,448	\$43,867
60	40180	Aquatics Maintenance Coord	002	123	\$45,718	\$63,190
61	41100	Recreation Coordinator I	001	028	\$38,022	\$56,701
62	50190	Utilities Service Coordinator	001	033	\$48,838	\$72,925
63	50690	Laboratory Superintendent	013	841	\$72,530	\$114,317
64	50710	Compliance/Reg Affairs Adm	013	841	\$72,530	\$114,317
65	50730	Pollution Control Supt	013	841	\$72,530	\$114,317
66	50770	Water Production Supt	013	842	\$76,211	\$120,078
67	50870	Water Distribution Supt	013	842	\$76,211	\$120,078
68	51200	Water Quality Supervisor	001	037	\$59,571	\$88,962
69	51230	Asst Wastewater Collect Supt	001	038	\$62,691	\$93,392
70	51240	Wastewater Collections Supt	013	842	\$76,211	\$120,078
71	51250	Wastewater Treatment Supt	013	842	\$76,211	\$120,078
72	51290	Customer Services Adm	013	841	\$72,530	\$114,317
73	51340	Water Conservation Coordinator	001	034	\$51,293	\$76,565
74	51531	Water & Wastewtr Econ Anlst*Ld	001	037	\$59,571	\$88,962

AMEND CLASSIFICATION ORDINANCE S-5815 AND PAY ORDINANCE S- 37212 IN ACCORDANCE WITH HUMAN RESOURCES COMMITTEE 592 RECOMMENDATIO NS	Job Code	Job Class	Sal Plan	Grade	Min	Max
75	60171	Const Permit Spec II*Infill	006	336	\$56,514	\$82,846
76	60250	Electrical Inspections Supv	001	037	\$59,571	\$88,962
77	60450	Plumbing/Mechanical Insp Supv	001	037	\$59,571	\$88,962
78	60710	Sign Inspections Supervisor	001	035	\$53,851	\$80,434
79	60950	Development Center Coord	013	841	\$72,530	\$114,317
80	61130	Fire Prevention Manager	001	038	\$62,691	\$93,392
81	62050	Chief Video Engineer	001	035	\$53,851	\$80,434
82	62140	Commercial Vehicle Inspector	006	329	\$40,373	\$59,218
83	62170	Police Cadet I (NC)	006	318	\$24,336	\$35,298
84	62221	Police Sergeant*Law Specialist	011	638	\$85,571	\$117,874
85	62310	Forensic Photo Spec Trnee (NC)	006	325	\$33,592	\$48,922
86	62630	Police Law Specialist (NC)	001	040	\$69,243	\$103,376
87	62640	Police Community Services Dir	018	906	\$93,080	\$146,598
88	62680	Public Safety Manager (NC)	027	966	\$131,225	\$206,569
89	62700	Police Computer Svcs Bur Adm	013	843	\$80,101	\$126,048
90	70130	St Maint Worker Trainee (NC)	002	109	\$28,080	\$35,901
91	71260	Street Maintenance Adm	013	841	\$72,530	\$114,317
92	71540	Traffic Maintenance Frmn I	001	025	\$32,656	\$48,838
93	73021	Equipment Maint Helper*U2	004	213	\$32,032	\$40,706
94	73022	Equipment Maint Helper*Maint	004	214	\$32,968	\$42,640
95	73430	Equipment Service Foreman	001	028	\$38,022	\$56,701
96	74030	Traffic Signal Tech Trnee (NC)	004	216	\$35,235	\$46,342
97	74610	Building Maint Apprentice (NC)	005	210	\$31,283	\$36,421
98	74760	Facilities Management Supt	001	039	\$65,853	\$98,197
99	74780	Energy Management Supt	001	038	\$62,691	\$93,392

These recommendations do not affect the classification or assignment of any incumbent or position. Therefore, no cost or savings will result from these actions.

Each department that has used one or more of these classifications and/or assignments in the past or could use them in the future concurred with the recommendation(s) to abolish the classification(s) and/or assignment(s) applicable to it.

CONCLUSION

The classifications and assignments included in this report are not being used and no longer needed. As a matter of housekeeping, it is recommended these classifications and assignments be abolished.

HUMAN RESOURCES COMMITTEE DISCUSSION AND RECOMMENDATIONS

Luis Schmidt, AFSCME 2384, spoke on behalf of Unit 2. He stated that he had received information regarding the unit changes, however had concerns with abolishing these assignments on the basis that it would be hard to get these positions back and that we are eliminating a higher pay grade. He expressed that since there was no cost, we should leave them alone. Staff clarified that positions are not being eliminated; only unutilized unit designations. The Human Resources Committee accepted the staff recommendations.

FINANCIAL IMPACT

Total General Fund and Non-General Fund full-year savings are estimated at approximately \$216,000. These savings are a result of reallocations and reclassifications stemming from the 2011 organizational review. Reclassification recommendations have been reviewed by Human Resources Committee.

HUMAN RESOURCES COMMITTEE RECOMMENDATION

Staff recommends the City Council approve the recommendations of Human Resources Committee 592, to take effect on February 6, 2012.