



Legislation Text

File #: 17-1262, Version: 1

**OHR/CSA Request Template**

**Date Submitted:** 11-07-17

**Requesting Agency:** Human Resources  
**Division:**

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**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A bill for an ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.**

Changes the title of Licensing Technician to Licensing Technician I, and creates a new class called Licensing Technician II (C-616). The Committee approved filing this bill by consent on 11-14-17.

**Affected Council District(s) or citywide?** Citywide

**Executive Summary with Rationale and Impact:**

*Detailed description of the item and why we are doing it. This can be a separate attachment.*

The Excise & Licenses (EXL) Department requested that OHR conduct a classification study of their Licensing Technician classification. OHR was asked to create a second classification based off of duties that some of the current Licensing Technicians were performing. Creating the second level for EXL would create a career path to help with employee engagement and to help retain employees.

Job analysis questionnaires were sent to current Licensing Technicians. This was done to distinguish between the duties of each level and to ensure a second level was needed. After much analysis, it was determined by OHR that indeed there was a need to create a second level. Because of this, OHR is changing the title of the Licensing Technician to Licensing Technician I and creating a Licensing Technician II. The Licensing Technician I performs intermediate level work processing routine licenses whereas the Licensing Technician II performs full performance work processing complex licenses, performs quality control on licenses that the Licensing Technician I's process, works closely with attorneys, and schedules

public hearings.

**Type (choose one: Classification; Pay; Benefits; Rule Change; Other):** Classification

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**