



Legislation Text

File #: 21-0767, Version: 1

OHR/CSA Request Template

Date Submitted: 7-5-21

Requesting Agency: Office of Human Resources
Division:

Subject Matter Expert Name:

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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.

Amends the Classification and Pay Plan for multiple small impact changes, provisionally approved by the Office of Human Resources Executive Director for the period of January 2021 through June 2021. The Committee approved filing this item at its meeting on 7-13-21.

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.

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

Per the adopted process change for streamlining implementation of small impact classification changes to the classification and pay plan (DRMC, CSR April 20, 2018), the Office of Human Resources is required to submit a bill resolution to City Council with a report of any classification changes provisionally approved by the OHR Executive Director twice per year.

Attached please find the classification notices for the small impact changes provisionally approved by the OHR

Executive Director for the period of January 2021 through June 2021.

For this timeframe, there are 9 on 06/30/21 small impact classification changes provisionally approved by the OHR Executive Director for submission to City Council for approval:

- Classification Notice 1671 - Budget and Financial Analyst Staff
- Classification Notice 1672 - Internal Audit Manager and Director AO
- Classification Notice 1673 - Auditor Information Systems series
- Classification Notice 1674 - Data Analytics series
- Classification Notice 1675 - Various Abolishments
- Classification Notice 1676 - City Urban Designer
- Classification Notice 1679 - Deputy Director Emergency Management
- Classification Notice 1680 - Forensic Quality Assurance Accreditation Manager
- Classification Notice 1681 - EX-27 and EX-28 Pay Grade

The next submission will be in January 2022 for small-impact changes provisionally approved by the OHR Executive Director for the period of June 2021 through December 2021.

POSTING IS REQUIRED

Classification Notice No. 1671

To: Agency Heads and Employees
From: Karen Niparko, Executive Director of the Office of Human Resources
Date: April 02, 2021
Subject: Proposed Changes to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the pay grade, range, and FLSA status of the Budget Analyst Staff and Financial Analyst Staff.

The Office of Human Resources Classification and Compensation Division conducted a review of all classifications to evaluate whether they meet the overtime exemption requirements of the Fair Labor Standards Act (FLSA). The Classification and Compensation Division worked with the City Attorney’s Office to identify classifications where the duties and responsibilities necessitated a job title and/or exemption category change.

The City Attorney’s Office determined, based on an ongoing review of job specification duties and responsibilities, that the identified entry-level non-exempt “staff” classifications should be changed to FLSA exempt, in order to align with other exempt classifications within the classification series career ladder. These “staff” classifications, while of reduced scope and complexity as compared to the higher-level classifications within the same career ladder series, meet the FLSA’s criteria for the administrative exemption.

The two above mentioned classifications are a continuation of an initial review process and it is recommended that these classifications become exempt in alignment with classification notice No. 1666.

PAY GRADE AND RANGE CHANGES

<u>Job Code</u>	<u>Classification Title</u>	<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
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CV2051	Budget Analyst Staff	620-V (25.22 - 31.02 - 36.82) NE-14 (25.85 - 31.68 - 38.51)	807-V (49,077 - 63,800 - 78,523) EX-06 (48,633 - 64,438 - 80,244)*
CV1919	Financial Analyst Staff	620-V (25.22 - 31.02 - 36.82) NE-14 (25.85 - 31.68 - 38.51)	807-V (49,077 - 63,800 - 78,523) EX-06 (48,633 - 64,438 - 80,244)*

*Recommended pay grades and ranges from the Classification and Pay Plan Redesign project, which is approved to be effective April 11, 2021.

Per Career Service Rule 7-37 A - "If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & Pay Plan shall be the beginning of the first work week following approval by the mayor or by the City Council over the mayor's veto. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval."

Public Hearing: Yes No in accordance with Career Service Rule 7-21

Fiscal Impact:

Contract Amount (if applicable):

Draft Bill Attached?