



Legislation Text

File #: 20-0876, Version: 1

OHR/CSA Request Template

Date Submitted: 8-20-20

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 by abolishing various classifications from the City's classification structure. The Committee approved filing this item on 9-1-20.

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.

Every year the Classification and Compensation team reviews classifications not being utilized for potential abolishment from the city's classification structure. Classification and Compensation partners with HRTI to develop the list of classifications that meet the following criteria:

- 1.) The class was created before the start of Workday (1/1/17)
- 2.) The class is not currently in use by any agency (0 incumbents)

Available Workday reporting tools offered insight into how long the classification has been vacant, in conjunction with vetting these unused classifications with the Compensation team, and with the appropriate stakeholders at each agency, to confirm that agencies don't intend to use these unused classifications in the

future. As a result, we are proposing to abolish 10 classifications through our annual review and cleanup of non-utilized classifications.

CLASSIFICATION ABOLISHMENT(S)

Job Code	Pay Grade	Classification Title
CA0744	A-813	Concession & Asset Supervisor
CA3001	A-813	EEO Administrator
RG2112	Z-118	Fitness Instructor Non-Certified
CA2994	A-807	HR Business Partner Associate
CA3020	A-808	HR Service Center Supervisor
CO2718	O-817	Lead Pharmacist
CJ2553	J-610	Maintenance Assistant
CV2453	V-810	Risk Analyst
CJ2077	J-609	Transportation Worker
CJ2040	J-610	Transportation Worker Senior

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."

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

Fiscal Impact:

Contract Amount (if applicable):

Draft Bill Attached?