DATE: September 9, 2019

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Charles Castillo, Director of Human Resources
       Aman Kaur, Human Resources Analyst

SUBJECT: Resolution Authorizing the Position Allocation of a .80 FTE Human Resources Specialist and Eliminating the Position Allocation of One Human Resources Assistant II

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution Authorizing the Position Allocation of a .80 FTE Human Resources Specialist and Eliminating the Position Allocation of One Human Resources Assistant II.

BACKGROUND

Human Resources Assistant II is allocated at 1.00 FTE in the Human Resources Department budget but is currently filled at .60 FTE. Currently, the Human Resources Department’s recruitment and various administrative and clerical needs are performed by the .60 FTE Human Resources Assistant II. The Human Resources Assistant II classification performs a variety of office support duties in recruitment, examination and selection, employer compliance, and employment data and records. Similar to other roles across the City, the Human Resources Assistant II role has evolved over time to meet changing needs of the department and City. Additionally, with ongoing negotiation and other time sensitive projects (i.e., comprehensive classification and compensation study), the department has an increased need for support in areas such as labor relations.

DISCUSSION

With an increasing need for support in the areas of labor relations and classification and compensation, in addition to the already existing recruitment and selection needs, staff recommends filling the current 1.00 Human Resources Assistant II allocation with a classification tailored to provide more generalist support across these HR functions. The Human Resources Specialist classification performs a variety of skilled generalist work tasks and activities related to various HR functions, including recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, and employee and labor relations. In addition to allowing Human Resources staff to focus efforts on
streamlining HR services and balance increased workloads, the proposed action will address department needs and create succession and resilience by establishing additional staff advancement opportunities by allocating a Human Resources Specialist, a higher-level classification than the current Human Resources Assistant II. The department’s administrative and clerical support needs are better aligned for a more administratively focused role and after thorough evaluation of needs, will be appropriately filled in the near future.

The Human Resources Specialist most closely matches the scope of the current and ongoing needs of the department and City, and therefore, in line with Petaluma Municipal Code 3.04.020 and the City of Petaluma Personnel Rules and Regulations (Rule IV- Classification and Rule V – Compensation), the proposed allocation change is justified and necessary. Furthermore, this action will provide additional support to the HR department as the current Human Resources Assistant II is currently filled at .60 FTE and the proposed allocation will be filled at a .80 FTE Human Resources Specialist.

Both position classes are represented by Bargaining Unit 1, American Federation of State, County and Municipal Employees (“AFSCME”). AFSCME has reviewed the proposed action and is supportive of the proposal.

PUBLIC OUTREACH

There was no specific outreach performed in relation to this item aside from the normal public meeting agenda process. As indicated above, the City and AFSCME representatives have discussed the proposed actions both in meetings and through email correspondence.

FINANCIAL IMPACTS

The annual salary range for the Human Resources Specialist position at a .80 FTE allocation is $53,164.80 - $64,629.76 ($66,456.00 - $80,787.20 at a 1.00 FTE allocation). The salary range for the Human Resources Assistant II position is $57,886.40 – $70,387.20. No financial impacts are recognized by the proposal; to the contrary, there will be savings, related to salary only, that would range from $4,721.60 – $5,757.44 and including salary and benefits, $7,634.56- $11,055.87.

ATTACHMENTS

1. Resolution
RESOLUTION AUTHORIZING THE POSITION ALLOCATION OF A .80 FTE HUMAN RESOURCES SPECIALIST AND ELIMINATING THE POSITION ALLOCATION OF ONE HUMAN RESOURCES ASSISTANT II

WHEREAS, the City Manager, acting as the Personnel Officer, has determined that certain duties and responsibilities currently performed by the Human Resources Assistant II classification are more appropriately performed under the Human Resources Specialist classification; and,

WHEREAS, the City Manager, acting as the Personnel Officer, has determined the addition of a Human Resources Specialist position allocation at .80 FTE and elimination of one Human Resources Assistant II position allocation properly aligns the description of the duties and responsibilities of the existing workload within the Human Resources Department and City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Petaluma hereby:

1. Takes these actions pursuant to Petaluma Municipal Code 3.04.020 and the City of Petaluma Personnel Rules and Regulations (Rule IV-Classification and Rule V – Compensation) and other applicable authorities.
2. Authorizes the position allocation of a .80 FTE Human Resources Specialist.
3. Eliminates the position allocation of one Human Resources Assistant II.