



Creating the Classification of Principal Human Resources Analyst and Reallocating 2.0 FTE vacant Human Resources Analyst positions to the Principal Analyst level

City Council Meeting
September 4, 2018

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Acting Human Resources Director/Deputy City Manager

BACKGROUND

- In late 2017, the Human Resources Director received approval to commission the comprehensive assessment of the Human Resources Department by an outside consulting firm
- Organizational structure and other recommendations were made to improve the administration and delivery of diverse services by Human Resources, including Risk Management services

BACKGROUND

- It was strongly recommended that two currently vacant Human Resources Analysts positions be replaced by higher level classifications, the classification of Principal Human Resources Analyst.
- This classification will require expertise in the areas of Benefits Administration, Employee and Labor Relations, Recruitment and Selection and Classification/Compensation.
- The Principal Human Resources Analyst will supervise professional, technical and support staff.

BACKGROUND

- A study of comparable public agencies as well as a review of our internal salary/classification structure indicates that the Principal Human Resources Analyst position should be approximately 12.0% higher than the staff Human Resources Analyst classification.

FISCAL IMPACT

- There will be no fiscal impact in FY 2018-2019 due to staff vacancies.
- FY 2019-2010 impact is estimated to be no greater than \$25,000.
- It is anticipated that other measures will be taken prior to budgeting this potential increase in the next and in future fiscal years, to negate any impact.

RECOMMENDATION

- The Human Resources Department recommends that the Council, by Resolution approve the following:
 - Create the classification of Principal Human Resources Analyst at a salary range of \$92,907 to \$118,692
 - Reallocate two vacant Human Resources Analyst positions to the higher Principal Analyst level

QUESTIONS?