



Request for City Council Committee Action from the Department of Human Resources

Date: March 26, 2015

To: Mayor Betsy Hodges and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Manager Field Support

513 points/Grade 11 (\$81,176- \$95,702)

Recommendation:

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying the position will be part of the designated department head's management team.
 - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
 - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
 - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Manager Field Support; 513 points/Grade 11 The position is FLSA – Exempt
3. Approve the recommended salary schedule for the position, which has a range of \$81,176 to \$95,702, effective March 26, 2015, and authorize annual step movement for the incumbent provided satisfactory or better performance in the job:

Title	Points	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<u>Manager Field Support</u>	630	\$81,176	\$85,448	\$87,157	\$88,866	\$90,575	\$92,284	\$93,993	\$95,702

4. Refer to Ways and Means

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____

Patience Ferguson
Chief Human Resources Officer

Spencer Cronk
City Coordinator

Presenters in Committee: Pamela Nelms, CCP, SPHR
Human Resources Senior Consultant

Financial Impact (Check those that apply)

No financial impact (If checked, go directly to Background/Supporting Information).

Action requires an appropriation increase to the _____ Capital Budget or _____ Operating Budget.

Action provides increased revenue for appropriation increase.

Action requires use of contingency or reserves.

Business Plan: _____ Action is within the plan. _____ Action requires a change to plan.

Other financial impact (Explain):

Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Hodges:

The Director of Public Works and the Director of Public Works Business Administration requested a review of a proposed position which will oversee Public Works safety and training programs and coordinate cross-divisional staffing and equipment needs. It will promote safe and efficient field operations and positive and constructive employee and labor relations. It will also develop and oversee emergency management policy and procedure development as well as department wide training.

The proposed duties of the position include:

- Oversee and coordinate all Public Works employee safety-related matters and initiatives.
- Lead, coordinate, implement and evaluate all activities related to the Public Works Emergency Management Program.
- Oversee the dispatching of City-owned equipment, including arranging and dispatching rental equipment and dispatching employees to various job assignments in an effort to fulfill user work requests and business needs.
- Oversee and coordinate all Public Works safety, equipment, and field operations training.
- Oversee and coordinate all Public Works field multi-divisional training needs including training assessments, vendor negotiations and contracts/agreements, and evaluation of training program results.

- Develop a strategic plan to communicate and market the importance of safety/security within Public Works.
- Represent Public Works and Public Works' interests on enterprise-wide emergency management initiatives.
- Ensure adherence to all State and Federal safety requirements (OSHA, HazMat and DOT) and develop a system to address all alleged violations.
- Monitor overall Public Works accident and injury trends and implements strategies to minimize employee and financial risk.
- Recruit and maintains a list of temporary employees to ensure division work needs are met on a timely basis.

Factor Summary of the evaluation of the position.

Factor	Points	Analysis
Pre-requisite Knowledge	60	The position requires a Bachelor's Degree with major coursework in Business Administration, Public Administration, Industrial Safety, Management, or an equivalent related field. It requires five years of experience allowing of broad knowledge of Public Works Operations.
Decisions and Actions	60	Jobs at this level supervise critical work groups, manage a specialized function and/or serve in a senior advanced analytical capacity. Decisions tend to have greater impact on the organization due to greater City-wide impact, more notable budgetary impacts, or longer-term impacts. Work is varied and complex, usually involving multiple phases of a major function. Matters dealt with are broad in scope with complex and unusual problems being encountered frequently. Performance generally has influence on finances or delivery of services; errors or inadequacies could cause serious inconvenience, embarrassment or expense.
Supervisory Responsibility	10	The position will supervise the Fleet Services Training Manager, the Manager Safety Programs, and the Equipment Dispatchers, and have management authority over two Public Works Safety Specialists.
Relationships Responsibility	65	Jobs at this level are supervisory over major areas of responsibility or have special communication responsibility related to the duties of the job, including high level coordination and/or specialized consultation. At this level the incumbents have to work with a wide variety of contacts, both internal and external of the system to communicate issues, and deal with problems. They must exercise discretion in release of information. They are responsible for coordination of major efforts, and are expected to enlist cooperation and collaboration from various agencies and groups. These jobs may be involved in technical issues of major importance in the areas where they are assigned and have important liaison duties with other staff, divisions and departments, they also are charged with coordination of vendor activities, oversight over consultants.

Working Conditions	20	The position will work in normal office environment and will have exposure to the typical equipment in an office including computer keyboarding, copiers, and phones.
Effort	50	At this level jobs require considerable mental effort in coordinating programs and projects, managing communications for bigger departments, or providing technical services to a major department. Jobs at this level perform high level staff support and analyst work with deadline pressures to complete projects within funding, schedule and scope requirements; there is need to pay close attention to detail. There is mental effort in developing plans, creating training, planning and implementing communications plans and activities. Work includes dealing with complaints and other issues that arise in assigned areas

Attached: Classification Report and Salary Ordinance