



Request for City Council Committee Action

Date: August 16, 2004

To: Ways & Means Committee

Prepared or Submitted by: Amy Hirsch/Timothy Giles

Phone: 673-3344

Approved by: _____
Pam French
Director, Human Resources

John Moir
City Coordinator

Subject: Referred from Executive Committee, reclassify the position of Director, Intergovernmental Relations

Presenters in Committee: Pam French/John Moir

Recommendations:

- 1) Reclassify the appointed position of Director, Intergovernmental Relations from Grade 14 (665 points) to Grade 16 (733 points) with an annual salary range of \$99,362 - \$109,821, effective August 5, 2004.
- 2) Adopt the salary ordinance for Director, Intergovernmental Relations, effective August 5, 2004. The salary ordinance is attached for your convenience.

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

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

The position of Director, Intergovernmental Relations was last studied in November, 2001. At that time, the position had been delegated additional responsibility for Grants and Special Projects, which resulted in an upgrade from a grade 13 (625 points) to a grade 14 (665 points). The currently vacant position has since been modified to include additional duties. A review was completed to ensure proper classification.

The Director, Intergovernmental Relations has been delegated responsibility for the creation and refinement of the City's legislative goals. This position will receive input and guidance from the Mayor, City Council, and City Coordinator to define these goals. The Director, Intergovernmental Relations will work to build consensus among City leaders on key issues and ensure that they are apprised of important legislative and grant developments.

The Director, Intergovernmental Relations will act as the City's chief government relations spokesperson to federal, state, and local government. In addition to the creation and refinement of the City's legislative goals, the position will be responsible for the achievement of these goals by contributing to and influencing the legislative process. This will include the coordination of strategic planning and priority setting for the City's International, Federal, State, and local policy goals and objectives as well as grant funding priorities. The Director, Intergovernmental Relations will also represent the City on various public policy boards and commissions as well as coordinate grant and special project implementations. The position meets the criteria for appointment as defined by City ordinance.

I recommend that the Director, Intergovernmental Relations be reclassified from grade 14 (665 points), grade 16 (733 points) with an annual salary range of \$99,362 - \$109,821, effective August 5, 2004. Additionally, I recommend that the salary ordinance for Director, Intergovernmental Relations, be adopted effective August 5, 2004. The salary ordinance is attached for your convenience.

cc: John Moir, City Coordinator
 Timothy Giles, Director, Employee Services
 Sarah Kriewall, Senior Human Resources Consultant
 Mike Anderson, Central Payroll
 Crystal DeJarlais, HRIS
 Barbara Payton, HRIS
 Betty Stanifer, Classifications
 Amy Hirsch, Compensation
 File