



Request for City Council Committee Action

Date: October 25, 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 Superintendent, Equipment Services to Director, Equipment Services

Presenters in Committee: Klara Fabry/Pam French

Recommendations:

- 1) Reclassify the position of Superintendent, Equipment Services Division from Grade 13 (610 points) with an annual salary of \$82,391 - \$91,063, to Director, Equipment Services Division, Grade 14 (653 points) with an annual salary of \$88,323 - \$97,621, effective August 26, 2004.
- 2) Adopt the salary ordinance for Director, Equipment Services Division, effective August 26, 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 under study, Director, Equipment Services Division, is currently in the appointive service and is titled Superintendent, Equipment Services Division. Since the position was last studied in 2002, it has assumed complete control of management of the Equipment Division. A study was completed to ensure proper classification of the expanded position as well as to implement a change of title.

Factor	Current	Proposed
Pre-requisite Knowledge (1)	Staff believes the Prerequisite Knowledge factor was underrated in the previous study (2002), and recommends an increase from 65 to 70.	Degree in Engineering, Business Administration, Public Administration or related field with the equivalent of 10 years of public works experience
Decisions and Actions (2)	Staff recommends an increase in this factor rating from 60 to 65, which was the rating assigned when the position was previously classified as Director, Equipment Services.	Independent decisions and actions regarding fleet replacement, safety issues, day-to-day management of 240 staff, and general management of \$40 million budget; Develop and manage annual budget of Equipment Services Division; Develop long range finance plans for City equipment
Supervisory Responsibility (3)	No Change	
Relationships Responsibility (4)	Staff recommends an increase in this factor rating from 60 to 65, which was the rating assigned when the position was previously classified as Director, Equipment Services.	Relationships experienced by this position are similar to those of the position's supervisor, the Director, Property and Equipment Services.

Factor	Current	Proposed
Working Conditions (5)	No Change	
Effort (6)	The position does not currently manage the Equipment Services Division in its entirety. As such Staff recommends an increase from 60 to 65.	Additional deadlines, time constraints, and stress associated with the additional duties of managing the Equipment Services Division

The Director, Equipment Services continues to meet the criteria for appointment as defined by City ordinance.

- This position will continue to report to the Director, Property Services, who reports to the City Engineer. This fulfills the requirement by reporting to a City Department Head's deputy.
- The Director Equipment Services will continue to serve on the Department management team, along with other directors in the Department.
- The additional duties assumed by managing the Equipment Services Division in its entirety involve significant discretion and independent judgment in the development, interpretation, and implementation of City and Department policy.
- Additionally, the requirements of the position stress knowledge of computer systems, principles of business administration and planning, equipment design and use, life cycle costing, fleet administration, and excellent technical, supervisory, and managerial skills in addition to technical and engineering knowledge.
- Lastly, given the scope of this position's authority, the Director, Equipment Services will be accountable to the Department Head, and in turn, the Mayor and City Council.

I recommend that the position of Superintendent, Equipment Services Division be reclassified from Grade 13 (610 points) with an annual salary of \$82,391 - \$91,063, to Director, Equipment Services Division, Grade 14 (653 points) with an annual salary of \$88,323 - \$97,621, effective August 26, 2004. I also recommend that the salary ordinance for Director, Equipment Services Division, be adopted effective August 26, 2004. The salary ordinance is attached for your convenience. Also included below is a comparison of the current and proposed salary for this position.

Current Salary			
Step A	Step B	Step C	Step D
\$82,391	\$86,727	\$89,328	\$90,063
Proposed Salary			
Step A	Step B	Step C	Step D
\$88,323	\$92,972	\$95,761	\$97,621

cc: Steve Kotke, Director, Property Services
Pam French, Director, Human Resources
Timothy Giles, Director, Employee Services
Pam Nelms, Senior Human Resources Consultant
Mike Anderson, Central Payroll
Crystal DeJarlais, HRIS
Barbara Payton, HRIS
Betty Stanifer, Classifications
Amy Hirsch, Compensation