



CITY COUNCIL AGENDA REPORT

Meeting Date: 02/20/2020

From: Abby Partin, Human Resources Administrator

Subject: Approval of Resolutions No. 2020-16 and 2020-17

Establishing the Classification of Communications Manager and Sustainability Manager and Amending the Master Pay Schedule.

Community Goal/Result

Community Building, Ecological Sustainability, Fiscally Prudent

Purpose

To ensure the community continues to receive excellent service by retaining and attracting exceptional employees in a financially prudent manner.

Recommendation

Adopt Resolutions No. 2020-16 and 2020-17 by approving the following:

- Establish the Communications Manager and Sustainability Manager classifications;
- Amend the Master Pay Schedule;
- Add Communications Manager and Sustainability Manager to Mid Management unit.

Background

Recently, the City of Brisbane conducted a citywide classification study to revisit and revise class descriptions. As a result of the study, it was deemed that the Sustainability Management Analyst and Senior Management Analyst were both providing more complex administrative support and oversight to their respective department operations. The City Manager has established the need for the aforementioned classifications to provide a path for professional growth and recognition for high level performance.

Discussion

In reviewing the results of the classification study, staff developed job descriptions for Sustainability Manager and Communications Manager, attached to this report, based on the current and foreseeable needs of the community in the areas of communications and ecological sustainability. The Sustainability Manager will develop and manage major sustainability initiatives with high degree of visibility and citywide impact; and establish sustainability strategies and performance matrix. The Communications Manager will develop and implement strategic communications activities to improve and strengthen communication and engagement with the City's community members; coordinate projects involving complex

community and interdepartmental issues; and lead efforts to strengthen online and social media presence.

An internal compensation study was conducted and staff recommends a salary range of \$8,193.13 - \$10,057.75 monthly (\$47.27-\$58.03 hourly), equivalent to Regional Compliance Program Manager. The Mid Management unit reviewed the proposed job descriptions and approved the addition of two new classifications.

Fiscal Impact

The total cost of the aforementioned changes will be approximately \$16,000 per year. The cost for the remainder of the year will be approximately \$5,300, which is available in the current year budget. The full cost of the changes will be incorporated into the budget going forward.

Measure of Success

The City is able to maintain a stable and high quality workforce.

Attachments

Resolution 2020-16

Resolution 2020-17

Abby Partin

Abby Partin, HR Administrator

Clay L. Holstine

Clay Holstine, City Manager