



## Staff Reports Details (With Text)

**File #:** 1649-2018    **Version:** 1    **Name:**  
**Type:** Consent Calendar    **Status:** Passed  
**File created:** 11/20/2018    **In control:** CITY COUNCIL OF THE CITY OF NAPA  
**On agenda:** 1/15/2019    **Final action:** 1/15/2019  
**Title:** Classification Specification for Human Resources Manager and Amendment to the Staffing Plan for the Human Resources Department

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. ATCH 1 - Resolution, 2. EX A - Human Resources Manager Class Spec, 3. EX B - Proposed HR Department Structure, 4. EX C - Personnel Manager Class Spec

Date	Ver.	Action By	Action	Result
1/15/2019	1	CITY COUNCIL OF THE CITY OF NAPA	approved	Pass

**To:** Honorable Mayor and Members of City Council

**From:** Jennifer Brizel, Human Resources Director

**Prepared By:** Gabrielle Petersen, Management Analyst I

**TITLE:**

Classification Specification for Human Resources Manager and Amendment to the Staffing Plan for the Human Resources Department

**RECOMMENDED ACTION:**

Adopt a resolution adopting the revised classification specification for Human Resources Manager and amending the budget staffing plan in the Human Resources Department

**DISCUSSION:**

Over the last year, HR staff roles have shifted due to significant changes within the organization. The Assistant HR Director, the classified employee identified as the Personnel Manager (per the Charter and Civil Service Rules), was promoted to the role of Human Resources Director and in order to ensure efficient use of resources and talent, it was determined that the Assistant HR Director role would be underfilled utilizing a staff Management Analyst and the additional Civil Service responsibilities, gauged at 15%-20% of the role would be added to the responsibility of the Management Analyst II currently responsible for Recruitment, Classification, Performance Management, Training/Development and Compensation (People and Culture).

Based on Civil Service Rule 11, Part B.1.b., Appointment - Up to two individual members of the Civil Service Commission will be provided with an opportunity to provide advisory input as part of the examination for the Personnel Manager, prior to the establishment of the eligibility list. The method of this participation will be determined by the Human Resources Director. Two of the Civil Service

Commissioners met with the HR Director to discuss the Personnel Manager role in September 2018. During the meeting, concerns were raised that the additional Personnel Manager duties being assigned to the current Management Analyst II which appeared to exceed the scope of the role. It was discussed that the more appropriate role is the existing class of Personnel Manager. However, the Personnel Manager job description is outdated and no longer meets the needs of the department.

In April and May 2018, the Human Resources Department conducted a review of the classifications within their department and brought the recommendations to the Commission and Council for approval in June 2018. One of the approved changes included a new classification of Human Resources Manager. It was recommended to align the salary with the classification of Administrative Services Manager (Salary Range 5300, Top Monthly Step \$9,957), in that the scope, decision making authority, reporting relationships and level of responsibilities are aligned with the highest level departmental analyst role to maintain internal equity.

The Human Resources Manager was drafted as a generalist responsible for planning, organizing, administering, coordinating and supervising multiple programmatic areas within the Human Resources Department as well as performing highly complex professional, technical, and analytical work involved in the implementation of the City's Human Resources or Employee Risk/Safety Management programs including: safety, wellness, leave administration, workers compensation, classification and compensation, recruitment and selection, training, career development, workforce planning, performance management, employee relations, discipline and grievances.

Upon review of the existing generalist classification and the current structure of the department, it is recommended, that the current classification description be modified to include the Civil Service liaison responsibilities as identified within the City Charter, Section 76.1 and Civil Service Rules (Attachment A). It is also recommended, in order to align with the Charter and Civil Service Rules, the Management Analyst II assigned to Recruitment, Classification, Performance Management, Training/Development and Compensation be reallocated to the Human Resources Manager classification. (Attachment B - Proposed Human Resources Department Structure) and to abolish the classification of Personnel Manager (Attachment C) as it no longer meets organizational needs.

It is also recommended to reallocate the Assistant Human Resources Director position in the FY 2018/2019 Human Resources Department budget with a Management Analyst I.

These recommendations have been provided to AMP for review. The bargaining group supports the recommended changes.

The Civil Service Commission approved this recommendation at their meeting on December 10, 2018.

#### **FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the City budget.

#### **CEQA:**

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

#### **DOCUMENTS ATTACHED:**

ATCH 1 - Resolution

Ex A - Human Resources Manager Class Specification  
Ex B - Proposed Human Resources Department Structure  
Ex C - Personnel Manager Class Specification

**NOTIFICATION:**

Bargaining Unit - AMP  
Department Directors