



AGENDA REPORT

Human Resources

DATE:	December 6, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Sharrone Taylor, Interim Director of Human Resources Nickie Mastay, Deputy City Manager
Subject:	Amend Position Control and Salary Schedule to Add Director of Economic Development. Amend Position Control to add Deputy City Manager, Finance Manager and Management Analyst I/II or Senior Management Analyst.
FINANCIAL IMPACT:	<p>Director of Economic Development: Fiscal impacts will be determined when the candidate is hired, and salary and benefits are determined.</p> <p>Deputy City Manager: Fiscal impacts will be determined when the candidate is hired, and salary and benefits are determined.</p> <p>Finance Manager: Fiscal impacts will be determined once the incumbent is retitled, and salary and benefits are determined.</p> <p>Management Analyst I/II or Senior Management Analyst: There is no fiscal impact due to the reallocation of two existing positions – Project Coordinator and Accounting Assistant I/II.</p>
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The City Council's authorization is required to amend position control and establish equitable salary ranges for general classifications..

RECOMMENDED ACTION:	ADOPT a resolution amending position control and the salary schedule to add Director of Economic Development and APPROPRIATE the required wages, salaries, and benefits; and AMEND position control reallocating Deputy City Manager to oversee the Department of Children and Youth and Community Services, reallocating the Community Services Department Senior Accountant to Finance Manager, and reallocating the Office of Neighborhood Safety Division Project Coordinator and Accounting Assistant I/II to Management Analyst I/II or Senior Management Analyst – Human Resources (Sharrone Taylor/Nickie Mastay 510-620-6803).
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DISCUSSION:

DIRECTOR OF ECONOMIC DEVELOPMENT

The Director of Economic Development position will be within the City Manager's Office. This is a newly established executive position and will oversee the Richmond Housing Authority, and direct and manage economic development, marketing, real estate, and Port operations. The department head classifications that were assigned to these divisions have been vacant for over a year. With the hiring of the Senior Business Assistance Officer and the current recruitment for a Management Analyst, the division has the foundation to rejuvenate the City's economic development efforts. It is imperative that the City has a dedicated Director of Economic Development position to lead and oversee these critical, revenue generating divisions.

The Human Resources Department is bringing forth a proposed revision to amend the City's salary schedule by adding the Director of Economic Development and establishing the grade 5.1z (\$15,114 – \$18,893/monthly) and amend the City's position control by adding the position of Director of Economic Development.

DEPUTY CITY MANAGER

With the establishment of the Director of Economic Development classification, the City Manager desires to reassign the Deputy City Manager position, that previously oversaw Economic Development, to oversee the Department of Children and Youth, Community Services, and special projects. Per the City's Charter, Article XV - Richmond Fund for Children and Youth, the Department of Children and Youth fund administrator must be within the City Manager's Office. The reallocated Deputy City Manager will be in the City's Manager's Office and thus comply with the City Charter.

The Human Resources Department is bringing forth a proposed revision to position control to reallocate the Deputy City Manager position to oversee the Department of

Children and Youth, Community Services, and special projects. There is no salary range change nor fiscal impact since a Deputy City Manager position is within the adopted FY 2022-2023 budget.

COMMUNITY SERVICES DEPARTMENT POSITION CONTROL

The Community Services Department consists of: Employment and Training, Library/LEAP, Recreation, and Office of Neighborhood Safety. Currently, the financial functions are siloed in the respective divisions. While this model has worked for several years, there are some areas of inconsistency in the application of proper finance management. The Interim Director of Community Services would like to create a Finance Manager position that will oversee all the finance-related positions for the Community Services department. This change will ensure that there is adequate oversight, quality control, coordination, and consistency in financial management across all the divisions. Therefore, the Human Resources Department is requesting the reallocation and retitle of the current Senior Accountant to Finance Manager.

In addition, the Office of Neighborhood Safety experienced the recent retirement of a tenured Project Coordinator and the loss of an Accounting Assistant. These positions oversaw grant management and fiscal reporting, as well as administrative oversight and management of the day-to-day operations of the department. The Human Resources Department is requesting the reallocation of the Project Coordinator and Accounting Assistant to a Management Analyst I/II or Senior Management Analyst classification.

FISCAL IMPACT:

Below is a table that illustrates the comparison of the proposed salary for the Director of Economic Development (not including benefits) and the fiscal impact for the third and fourth quarter of FY 2022-2023 (January – June).

	Annual Cost at Top of Range	Cost in FY 2022-23
Job Class	Proposed	Proposed
Director of Economic Development	\$226,716	\$113,358

Below is a table that illustrates the fiscal impact of reallocating the Senior Accountant to Finance Manager, by comparing the current and proposed salaries (not including benefits). The total cost of salary and benefits will be budgeted in the current and subsequent budgets.

	Annual Cost at Top of Range Senior Accountant	Annual Cost at Top of Range Finance Manager	
Job Class	Current	Proposed	Difference
Finance Manager II	\$103,994	\$120,984	\$16,990

There is no fiscal impact for the reallocation of the Project Coordinator and Accounting Assistant to Management Analyst I/II or Senior Management Analyst. This reallocation will generate a cost savings.

NEXT STEPS:

City staff recommends the addition of the Director of Economic Development and reallocation of Deputy City Manager, Finance Manager II, and Management Analyst I/II or Senior Management Analyst in position control. Also, amend the salary schedule to include the wages and salaries for the Director of Economic Development classification and the appropriation of the required wages, salaries, and benefits.

Accordingly, the attached resolution will adjust the salary ranges for this classification in the following manner:

<u>Classification</u>	<u>New Grade</u>	<u>New Range</u>	<u>Unit</u>
Director of Economic Development	5.1Z	\$15,114 - \$18,893	IFPTE Local 21 Executive Management

Note: The salary numbers are rounded in both tables

DOCUMENTS ATTACHED:

Attachment 1 – Resolution Amending the Salary Schedule
Attachment 2 – Resolution Amending Position Control