



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: July 6, 2004

ITEM NUMBER:

**SUBJECT:** ESTABLISHMENT OF THE HUMAN RESOURCES MANAGER JOB CLASSIFICATION AND CORRESPONDING SALARY RANGE

**DATE:** JUNE 24, 2004

**FROM:** ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL DIVISION

**PRESENTATION BY:** DEBRA YASUI, PRINCIPAL PERSONNEL ANALYST

**FOR FURTHER INFORMATION CONTACT:** DEBRA YASUI AT (714) 754-5052

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## **RECOMMENDATION:**

1. Adopt Resolution No. 04-\_\_\_\_\_ (Attachment 1), which amends Resolution No. 04-28 by establishing the new Human Resources Manager job classification (Attachment 2) at salary range 748 (\$7,038 to \$9,430 per month) under the Executive Salary Resolution.

## **BACKGROUND/ANALYSIS:**

With the recent retirement of the Risk Manager, the Personnel Manager assumed the responsibility of supervising the activities of the Risk Management Division. This approach was utilized to determine whether organizationally, it would be effective to have one division manager oversee both the personnel and risk management functions.

An assessment by management has indicated that a consolidation of the two positions is feasible and cost efficient. As such, Staff proposes the establishment of a new Human Resources Manager classification to perform the duties and responsibilities of the consolidated position. It is recommended that this new classification be compensated at the Personnel Manager level.

Department management will continue to evaluate the organizational structure and consider reallocating the Risk Manager position at a different level to be determined in the near future.

## **ALTERNATIVES CONSIDERED:**

The alternative would be to maintain the separate Personnel Manager and Risk Manager positions to oversee their respective divisions.

**FISCAL REVIEW:**

The adopted budget for Fiscal Year 2004-2005 provides funding for both the Personnel Manager and the Risk Manager positions. Combining both positions into one Human Resources Manager position would save the General Fund approximately \$137,940 in salaries and benefits. As further assessment of the organizational structure continues, it is anticipated that some reallocation of the Risk Manager position and duties to another position/classification will occur. Once a final determination is made, Staff will return to the City Council to delete unnecessary classifications from the Resolution. Total savings from these changes cannot be determined at this time.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed the attached documents and, where appropriate, approved them as to form.

**CONCLUSION:**

It is recommended that the City Council adopt Resolution No. 04-\_\_\_\_ that establishes the new classification and salary range for Human Resources Manager as set forth in the attached documents. Staff will subsequently begin recruiting to fill this position.

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DEBRA YASUI  
Principal Personnel Analyst

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STEVEN E. HAYMAN  
Assistant City Manager

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MARC R. PUCKETT  
Director of Finance

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TOM WOOD  
Acting City Attorney

DISTRIBUTION: City Manager  
Acting City Attorney  
Deputy City Clerk  
Finance Director  
Acting Administrative Services Director

ATTACHMENTS: 1 [070604 – Executive Salary Resolution](#)  
2 [070604 – Human Resources Manager Class Specification](#)