



**AGENDA MEMO**  
7/20/2021 Agenda

**TO:** Honorable Mayor and City Council

**FROM:** Lea Dunn, Assistant City Manager

**SUBJECT:** Proposed reorganization of the Human Resources Department and the addition of a Senior Human Resources Generalist position

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**BACKGROUND:**

Since 2017 a number of programs have been implemented City-wide to address recruitment, succession planning, training, benefit programs, employee recognition and engagement. In addition to these programs there have also been several newly implemented Federal regulations that require the City's ongoing compliance. These initiatives coupled with the ongoing requirements and workload resulting from COVID-19, have exceeded the capacity of the current Human Resources Department to effectively address employees concerns as well as City and Departmental expectations and goals.

Currently 38% of the City's workforce is eligible for retirement and that will increase to 42% in 2022. Many employees who are eligible to retire are accelerating their plans and the City has experienced a higher than usual turnover rate. It is anticipated that this year, turnover rate will be 10.84%. These accelerated retirements have further impacted the workload of the Department by requiring extensive hiring which includes job title/job description changes and compensation analysis. Currently the Human Resources Department is organized as follows:

- Temporary Human Resources Clerk
- Human Resources Generalist
- Director of Human Resources

In order to address the ongoing workload effectively, staff is recommending that the Human Resources Department be reorganized as follows:

- Full-Time Human Resources Clerk
- Human Resources Generalist
- Senior Human Resources Generalist
- Director of Human Resources

As proposed the reorganization would add an additional position titled Senior Human Resources Generalist, and would reclassify the temporary Human Resources Clerk to full-time. The additional annual costs for the revised Department staffing would be \$112,371. Since the additional position would be dedicated to managing all aspects of employee benefits, staff recommends that funding for this position be included in the self-insurance fund. These proposed reorganizational changes would be reflected in the FY22 budget.

Given that the City will be transitioning to new vendors for employee benefits this year, staff would like to hire the Senior Human Resources Generalist this current budget year so that person can assist with the transition to the new vendors as well as the open enrollment process. To fund the position for the remainder of the FY21, staff recommends an end-of-year budget amendment from the existing Self-Insurance fund. Adding the position will also require an amendment to the salary ordinance which staff would add to a future Council agenda. Its anticipated that the costs to fund the position for the remainder of FY21 would be approximately \$12,000.

**RECOMMENDATION:**

Staff recommends the proposed reorganization of the Human Resources Department and the addition of the Senior Human Resources Generalist in the current budget year.