



Agenda Report

January 25, 1999

TO: City Council
FROM: City Manager
RE: Addition of a Position to the Human Resources Department

RECOMMENDATION:

It is recommended that the City Council approve the addition of a full time Human Resources Manager to the Human Resources Department, which position will focus on training and career development throughout the City.

BACKGROUND:

The proposed additional position of Human Resources Manager will provide consultative and training services to operating departments in the area of organization and development. This position will also provide a comprehensive training program for City managers and employees, including Customer Service: How to Please the Hard to Please Customer, career development and planning, how to conduct legally defensible performance appraisals, supervisory skills seminars and training, labor relations, self-directed work teams and succession planning.

While there has been some minimal level of training for employees, it has been fragmented and limited. Additionally, there has been no meaningful support to operating departments in critical issues of reorganization and reengineering in the face of economic challenges. In many situations, the operating departments have hired consultants to replace the services once offered by the Human Resources Department.

We believe that establishing this position in the budget will add significantly to the City's efforts to achieve a standard of excellence in city government through a trained and motivated workforce. As the organization adapts to a changing environment, it is essential that department managers and employees are strategically and technologically prepared to refine and adjust their operations. The new Human Resources Manager will be instrumental in facilitating positive change.

FISCAL IMPACT:

For this fiscal year, it is expected that \$35,000 will be needed to fund this position for four months, including salary, benefits, and initial cost of materials and supplies. The annual cost is estimated at \$90,532 (salary plus benefits). Funding for this position for fiscal year 1999 will come from a portion of the training budgets of both the Public Works and Transportation Department and the Fire Department.

Respectfully submitted,



CYNTHIA J. KURTZ
City Manager

Approved By:



GALE E. HARRISON
Director of Human Resources

Concur:



JAY M. GOLDSTONE
Director of Finance