



Memorandum

TO: Elizabeth Pauli, City Manager
FROM: Gary Buchanan, Human Resources Director
Kari Louie, Senior Compensation & Benefits Manager
SUBJECT: Ordinance Disclosure
DATE: September 12, 2019

On the agenda for City Council action on September 17, 2019, will be an ordinance to amend the Compensation Plan. This memorandum discloses the contents of the ordinance pursuant to Section 1.12.970 of the Tacoma Municipal Code.

Section 1: Amends Section 1.12.355 to create a new classified title of Neighborhood and Community Services Director, Assistant (CSC 0859) to be utilized within the Neighborhood and Community Services Department. The classification will be created as nonrepresented and not eligible for overtime pay. Due to the critical need for additional support, a new classification is required.

Many departments include a classification at this level that assists in the operational and administrative management of the department, and Neighborhood and Community Services does not currently have such a title. The position will assist in the day-to-day administration of the department; assist in strategic planning and special project coordination, and work to achieve department goals and objectives as well as assume the leadership of the Neighborhood Enhancement team. This position is expected to increase efficiency within Neighborhood and Community Services, allowing the department to better serve other employees and the City as a whole.

Section 3: Provides for the effective dates of the sections.

I would be happy to answer any questions you may have.