



TO: Elizabeth Pauli, City Manager
FROM: Karen Short, Senior Human Resources Analyst
Gary Buchanan, Human Resources Director
Kari L Louie, Senior Compensation & Benefits Manager
COPY: City Council and City Clerk
SUBJECT: Pay and Compensation Ordinance – September 17, 2019
DATE: August 30, 2019

SUMMARY:

An ordinance to amend the Tacoma Municipal Code (TMC), Compensation Plan, Chapter 1.12, to implement rates of pay and compensation for nonrepresented employees and changes in classification to create the unclassified title of Assistant Neighborhood & Community Services Director.

STRATEGIC POLICY PRIORITY:

The requested ordinance aligns with the City Council’s Strategic Policy Priority to encourage and promote an open, effective and results-oriented organization by providing for rates of pay and compensation for Assistant Neighborhood & Community Services Director.

BACKGROUND:

The ordinance will create a new unclassified title of Assistant Neighborhood & Community Services Director (CSC 0859) for the Neighborhood & Community Services Department. The classification will be created as appointive, nonrepresented, and exempt from overtime pay. Due to the critical need for additional support within the department, 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. The position would also assume the leadership of the Neighborhood Enhancement team, which is expanding its scope and staffing to accommodate the transition of the Neighborhood Council program. 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.

ISSUE:

Authorization from the City Council by ordinance is required to implement rates of pay and compensation for nonrepresented classifications and changes to the organizational structure.

RECOMMENDATION:

It is recommended that the City Council take the necessary action to approve the legislation.

FISCAL IMPACT:

Expenditures for new classifications created are the responsibility of each department for their respective employees. Department Directors will be responsible for adhering to their overall level of appropriation.