



DATE: June 13, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review and Approve the Revised Job Description for Neighborhood Partnership Manager and Adopt Changes to the Classification Plan

RECOMMENDATION

That the Personnel Commission review and approve the revisions and retitle to the Neighborhood Partnership Manager classification and adopt the revised and retitled classification to the City's Classification Plan.

SUMMARY

The revisions are intended to bring the classification in line with the current job market and address the operational needs of the City, including change of reporting structure to the City Manager's office to better align with the needs of the position and delivery of services of internal and external stakeholders. All changes have been reviewed by subject matter experts in both the operating department and Human Resources and agreed to by the representative union.

BACKGROUND/DISCUSSION

In addition to adopting and approving the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

The Neighborhood Partnership Manager classification was created in 2008 with the intention to address the encouragement, development, and support of self-sufficient neighborhood partnership organizations that supplement and complement City services designed to preserve and enhance the appearance and livability of City neighborhoods. The position was first filled following creation of the classification and the last incumbent held the position in 2014. After 2014, the position was removed from the City's budget and to date has remained inactive. Recently, the City identified a business need to restore this classification and is

updating the classification with revisions and retitling to better align with current operations and City structure.

Updates to the classification reflect a change in reporting where the position will reside in the City Manager's Office with the objective of supplementing and complementing City services designed to preserve and enhance the livability, community building, and quality of life in the City and its neighborhoods. Additionally, in support of the updated description and function of the classification, the revisions include retitling the classification to, "Community Partnership Manager".

STRATEGIC ROADMAP

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

Prepared by: Ian Tecson, Deputy Director of Human Resources

Recommended by: Brittney Frye, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to be 'R. Youngblood', written over a horizontal line.

for Regina Youngblood, Assistant City Manager