



DATE: September 15, 2022

TO: Personnel Commission

FROM: Acting Deputy Director of Human Resources

SUBJECT: Review the New Job Description for Chief Economic Development Officer

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the Chief Economic Development Officer (CEDO) classification to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, required education and experience, and other special requirements of the position.

SUMMARY

The changes to the job description are intended to update the essential duties and required abilities of the Chief Economic Development Officer to reflect the higher level of responsibilities expected of the position as distinguished from the lower-level Economic Development Manager.

BACKGROUND/DISCUSSION

In addition to the adoption and approval of 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 staff reviews all job descriptions with the respective departments and updates each as necessary to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, the Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department are met.

The CEDO job description was created to reflect the higher level of work expected to oversee and lead the work of the Economic Development division. Key duties that distinguish the CEDO from the Economic Development Manager include collaborating with businesses, business organizations, and the community to engage in positive working relationships within the community. This higher-ranking position will elevate

the critical economic development function and will allow us to better serve the community and better foster the economic development function.

FISCAL IMPACT

The additional annual fiscal impact for Chief Economic Development Officer is an increase of approximately \$17, 721.65 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

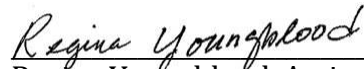
STRATEGIC ROADMAP

N/A

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Recommended by: Kakshi Master, Acting Deputy Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager