



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: May 9, 2023

Department of Public Works – Infrastructure, Operations, Water Works

Current	Recommended
New Positions (2 New Positions)	Human Resources Representative PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 1 Position – DPW Infrastructure 1 Position – DPW Water Works
Office Assistant IV PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (1 Position - VACANT)	Human Resources Representative PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 1 Position – DPW Operations

Note: Residents receive a rate that is 3% higher.

The Department of Public Works has requested a classification study for two new positions authorized in the 2023 budget for Infrastructure and Water Works. The Department has also requested that one vacant position of Office Assistant IV in Pay Range 6HN be repurposed as a Human Resources Representative in Pay Range 2KX. Job descriptions were provided, and discussions were held with Jason Pifer, Infrastructure Human Resources Administrator; Makisha Porter, Operations Human Resources Administrator; and Amy Hefter, Water Works Human Resources Administrator.

The incumbents of these positions will provide a full range of professional human resources duties for their assigned DPW Division staff members. The primary focus of these positions is staffing, training, and development, as well as discipline administration and other employee relations. These roles also act as the second-in-command to the HR Administrator of their assigned Division, and assumes the duties and responsibilities of that position in his or her absence. Duties and responsibilities include:

- 40% Prepare and update job description; request new recruitments/examinations; implement recruitment strategies to ensure innovative and equitable hiring practices; work with DER in developing job announcement sheets, exams, and hiring from eligibility lists; consult with managers regarding the preparation of job-related, entry-level, and promotional interview questions and serve on interview panels; oversee the interview process, reference and background checks, and offers; implement resulting decisions, including completion of necessary communication and forms; supervise new employee onboarding orientation and probationary review process; and monitor the Position and Salary Ordinances for changes and updates and communicate these changes with the Human Resources Administrator for action.
- 30% Provide counseling to members of staff related to employment, education, training, and advancement opportunities; counsel supervisors and employees on issues regarding Civil Service Rules, work rules, policies and procedures, and employment law; assist with employee disciplinary matters, performance

improvement plans, or other activities that serve to improve overall employee and leader performance; work with supervisors and managers to conduct stay interviews; and compile quarterly report of stay interview feedback for review by leadership.

- 20% Proactively and regularly meet with leaders to determine current and future staffing needs; analyze turnover, overtime and sick leave usage to develop a comprehensive plan to address staffing shortages; maintain position management tracking; produce staffing reports and gather data requested from leadership; and lead the tracking and review of probationary reporting as well as assist managers on probationary extensions or other City Service policies and procedures.
- 5% Conduct exit interviews with employees leaving the organization or transferring to another department within the City. Respond to unemployment claims and participate in hearings on behalf of the department.
- 5% Serve as the backup for the Human Resources Administrator.

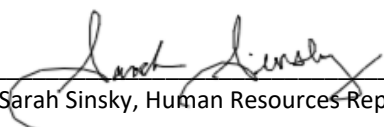
Minimum requirements include a bachelor’s degree in human resources management, public administration, psychology, business administration, or a closely related field; at least 3 years of progressively responsible human resources experience in training and development, performance management, and employee and/or labor relations in a government setting is highly desirable. Other combinations of education and experience may be considered.

The responsibilities of these new and repurposed positions are also comparable in nature of work and level of responsibility to other Human Resources Representative positions already classified city wide, in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030.


We therefore recommend the 2 new positions, one in DPW Infrastructure and one in Water Works and one repurposed position of Office Assistant IV in DPW Operations (Pay Range 6HN [\$35,578 - \$43,555, recruitment rate of \$39,359]) be classified as Human Resources Representatives in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030.

Action Required – Effective Pay Period 1, 2023 (December 25, 2022)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: 
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Reviewed by: 
Andrea Knickerbocker, Human Resources Manager


Reviewed by: _____
Harper Donahue IV, Employee Relations Director