



# CITY OF CONCORD

## Report to Council

**FROM:** Jennifer Johnston, Director of Human Resources

**DATE:** October 18, 2021

**SUBJECT:** Modify the Position of Human Resources Generalist within Schedule D.

### **Recommendation**

Accept this report regarding job classifications changes within the Human Resources Department. The Human Resources Generalist would go from a Labor Grade 16 to Labor Grade 18 at a cost of \$1,092 for FY22.

### **Background**

After discussion and analysis with the City Manager, we have determined that the Human Resources Generalist job classification change is appropriate.

The labor grade and subsequent pay for the Human Resources Generalist job classification has been identified as below the labor market. In order to remain competitive and pay our incumbent fairly to achieve the critical tasks of recruiting and HRIS maintenance, the labor grade should be raised from a Labor Grade 16 to a Labor Grade 18. The pandemic highlighted the low staffing within the Human Resources Department to manage a 500 + person organization with 4 full time staff. The Human Resources Generalist worked diligently throughout to accomplish a major EFP rollout. This is an exempt position, and therefore, overtime is not paid for the hours expended to accomplish this initiative. This labor grade change would correctly place the position within the City's labor classification system so if the incumbent were to leave, it could be filled as approved.

### **Discussion**

This change will be able to be completed within the Department's approved FY22 budget and this change would go into effect the first pay period of 2022. The change to the Human Resources Department will allow the Department to manage the workforce shortage and focus on recruitment innovations while simultaneously continue to roll out Munis modules in the Human Capital Management system.