



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Earle M. Chesley P.E., General Services Director and Jennifer Johnston,
Director of Human Resources and Labor Relations

DATE: November 24, 2021

SUBJECT: Amend the Code of Ordinances, in Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Class Specification Index to change job title from “Building Systems Supervisor” to “Public Properties Crew Leader”

Recommendation

Approve this report authorizing the change in job title from “Building Systems Supervisor” to “Public Properties Crew Leader.”

Background

A long-term Public Properties employee is retiring this month. As employees vacate positions, all division heads review and assess if job descriptions and responsibilities have changed since the positions were last filled. In this case, the division has provided a more concise summary of job requirements as the position has developed. This allows the city to more effectively recruit positions advertised on digital media and viewed on mobile devices. Lastly, this title verbiage aligns with similar positions in other divisions within the department.

Discussion

The Public Properties Division continues to plan for the future by regularly reviewing its succession plan as staff retire or move on to opportunities outside of the city. The overall goal is to implement a staffing organization and structure with clear supervisory responsibilities within the division.