



# CITY OF CONCORD

## Report to Mayor and City Council

**DATE:** February 22, 2024

**TO:** Mayor and City Council

**FROM:** Earle M. Chesley, P.E., Director of General Services

**SUBJECT:** General Services Administration Realignment

### **Recommendation**

Approve this report and set for public hearing the addition to Schedule D of an Office Manager and Administrative Support Specialist.

### **Background**

The pending retirement of a long-term General Services Department employee has provided the opportunity for a realignment within the Administration Division, which serves as the support division for the operating divisions across the Department. As you may recall, the Administration Division has undertaken previous labor realignments as retirements occur in order to optimize employee skill sets to produce the most effective public service outcomes while striving to boost employee satisfaction and retention. This alignment seeks to accomplish such goals with the pending retirement of the Assistant Administration Division Manager next month.

### **Discussion**

The realignment will result in the Assistant Administrative Division Manager position (Labor Grade 21) being replaced by an Officer Manager (Labor Grade 17), and the two Fiscal Technician III positions (Labor Grade 12) being replaced by two Administrative Support Specialists (Labor Grade 14).

The new Office Manager position will manage core internal and external customer service and fiscal responsibilities as well as have direct oversight of the two Administrative Support Specialists. The Administrative Support Specialists then, in turn, will each focus on what will be referred to as a functional area; one focusing on Accounts Payable and Accounts Receivable (AP/AR) generally, and the other focusing on Payroll and Human Resources related functions generally. All Administration Staff will also retain customer service responsibilities as a primary responsibility.

The General Services Department believes this realignment will result in improvements to the organization and better reflect a structure that will serve the City well. Further, this realignment will result in no net increases of employees within the Department and in fact, represents a modest savings for the General Fund, the Water Fund, the Wastewater Fund, as well as the Solid Waste Fund.

CC: Jennifer Johnston, Director of Human Resources and Labor Relations