

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: June 15, 2009

SUBJECT: Creation of Community Development Grants Supervisor

In September, 2009, Bill Clingan became the Community Development Division Director. Prior to his starting, the budget request for the Community Development Division was submitted. When the budget was passed in November, 2009, it included a provision deleting the position of Community Development Grants Supervisor in CG 18, Range 15. According to the budget document, those duties were to be absorbed by the Division Director. However, after being in the position for close to a year, Mr. Clingan has determined that a supervisor is necessary to oversee the operations of the Community Development Block Grant (CDBG) Office and has requested that a supervisor position be recreated, although not necessarily at the same level of the former position. Mr. Clingan intends to keep some of the duties and responsibilities of the former position, pursuant to the budget directive. The CDBG Office consists of 6 Grant Administrators 1-4 (CG 18, Range 6, 8, 10, or 12), 2 Aides (CG 20, Range 12), a Program Assistant 1 (20-11), and an Administrative Clerk 1 (20-09). After reviewing the position description submitted for this position (see attached), I conclude that the Community Development Grants Supervisor should be reclassified as a CG 18, Range 13 position, and I recommend that a new position of Community Development Grants Supervisor be created within the budget of the Community Development Division.

While the former position at range 15 was titled Community Development Grants Supervisor, the position actually served as a supervisor and manager for the Community Development Division. In addition to supervising the functions of the CDBG Office, the position was responsible for public relations and informational components for the CDBG program, engaging with external stakeholders to participate in needs analysis and other analysis of community issues, collaborating with community agencies in developing programming, and leading inter- and intra-departmental teams to develop long range plans. Mr. Clingan intends on retaining these duties and intends for the new supervisory position to be more focused on supervising the internal operations of the CDBG Office. In addition, whereas the former position was responsible for developing the budget, the new position will merely provide assistance during the budget process and the Division Director will have ultimate responsibility for the budget. Removal of these duties and responsibilities is the reason for the downgrade in pay range for the position.

I conclude that Range 13 is an appropriate placement for this position. The position must minimally be classified at this range as the position is responsible for supervising Grants Administrator 4s, a Range 12 classification. However, a higher placement is not warranted. Range 13 includes similar classifications such as the Equal Opportunities and Affirmative Action Managers. Both positions are responsible for managing, coordinating, and administering programs within their area of responsibility, similar to the Community Development Grants Supervisor responsibility to plan, direct, monitor, and evaluate the administrative systems,

procedures, activities, and functioning of various programs administered by the CDBG Office. Both positions are responsible for developing internal policies for their respective areas of responsibility, as is the position being studied. Both positions assist with the budget process, but do not have sole responsibility over the budget, similar to the position being studied. Generally positions in range 14 supervise a greater number of employees and have a role in directing the operations of an entire division, such as the Operations/Maintenance Managers in the various Public Works divisions (Streets, Engineering, Water Utility, Parks). The position being studied does not have such a broad focus. Also, as described above, many of the higher-level duties in relating to external stakeholders of the Division are being retained by the Community Development Division Manager, further strengthening the position that placement in Range 13 is appropriate.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/13	\$65,158	\$78,384	\$87,802
18/15	\$71,499	\$86,088	\$96,408

cc: Bill Clingan-Director, Community Development Division