

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: June 11, 2010

SUBJECT: Housing Operations Division Director

Earlier in 2010, the Common Council approved the creation of a CDA Executive Director classification/position in Compensation Group 21 within the Department of Planning & Community & Economic Development (DPCED). Positions in CG21 are non-civil service and operate under an employment contract with the City. These positions serve as appointing authority over a City department or division and are responsible for the management and direction of the department/division. Along with the creation of the new CDA Executive Director position, a reorganization within the DPCED was implemented, placing the City's housing operations under the new CDA Executive Director. This was done because the Community Development Authority (CDA) has significant interaction with and oversight of the housing operations, especially relating to budgetary matters. (See attached memo regarding creation of the CDA Executive Director) Currently within DPCED, there is a Housing Operations Division Director that is in Compensation Group 21 and reports to the Director of DPCED as well as the Mayor. However, as part of the reorganization, the Housing Operations Division will be under the direct supervision of the CDA Executive Director and there is no need for another CG21 position to oversee Housing. Rather, it is more appropriate to recreate the current Housing Operations Division Director position within Compensation Group 18, Range 17, and have that position report directly to the CDA Executive Director, as was contemplated when the CDA Executive Director position was created.

Currently, the Housing Operations Division Director serves as the appointing authority over the Housing Operations Division, with authority to unilaterally hire, discipline, and terminate staff. In addition, the Housing Operations Division Director is responsible for providing direction and leadership for the Housing Operations Unit. Under the new structure, the CDA Executive Director will serve as appointing authority for the CDA Division, including housing operations. However, the CDA Executive Director will have other responsibilities relating to the functioning of the CDA and other projects managed by the CDA not directly related to housing operations. Therefore, it is still important that a high-level management position remain that is in charge of managing the City's housing operations, and in conjunction with the CDA Executive Director, providing direction and leadership for the City's housing operations. Because of this, I recommend recreating the Housing Operations Division Director as a Housing Operations Program Manager in CG18, Range 17.

The Housing Operations Program Manager position is appropriately placed in CG18-17 because it will share a similar level of responsibility with the Assistant City Engineer and Assistant City Traffic Engineer. Both Assistant Engineers are responsible for overseeing planning and coordination a wide variety of activities within their respective divisions, similar to the Housing Operations Program Manager. Both Assistant Engineers assist the CG21 position in overseeing divisional management activities, such as discipline, terminations, and other management functions, similar to the Housing Operations Program Manager. Finally, both Assistant Engineers specifically serve in the absence of the Division head, similar to the Housing Operations Program Manager. All positions in CG18-17 oversee areas of responsibility with either significant public impact (the Engineer positions) or significant impact on City operations (Labor Relations Manager, Accounting Services Manager,

Budget/Audit Manager). The City's housing operations have a significant impact on the public. These factors make placement in CG18, Range 17 appropriate.

Based on the above, I recommend retitling the Housing Operations Division Director classification to Housing Operations Program Manager, moving the new classification to CG18, Range 17, and reallocating the incumbent to the new range. Although the incumbent is serving an employment contract which runs through January, 2012, he has agreed to this voluntary movement to the new position in CG18, range 17 and his contract will terminate upon approval of this recommendation. 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
18/17	78,304	94,530	105,872

*The 2009 salaries are listed. The salary schedule for 2010 is not approved but salaries will be adjusted to reflect any change at that time.

cc: Janet Piraino
Augustin Olvera
Mark Olinger