



City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: February 12, 2020	Department: Human Resources
Meeting Date: February 18, 2020	Department Head: Cari Kragovich
	Presenter: Cari Kragovich

Subject:

Consideration of a resolution changing the City's FY20 Classification Plan to add the positions of Planning & Zoning Administrator and Governmental Affairs & Grants Manager and to remove the positions of Planning Technician and Director of Community Development.

Background/Alternatives:

Since the adoption of the FY20 Classification Plan effective July 1, 2019, the City has assessed changes in departmental structures to support City needs as a result of several positions being vacated. We have taken the time to work with the departments impacted by these changes to develop positions that better fit the roles and responsibilities of our City staff and allow us to provide a higher level of service to our citizens without increasing our FY20 salary budget. The proposed changes include reclassification of the Planning Technician position to a Planning & Zoning Administrator that will continue to work with the Development Services staff and report to the Director of Public Works. Additionally, with the collaborative efforts of our Community Development, Engineering and Inspections staff in order to become a comprehensive Development Services group, we will eliminate the Director of Community Development position. We will also add the position of Governmental Affairs & Grants Manager that reports to the City Administrator. This position is one that has been carefully developed over the last 8 months to ensure it fits the City's needs in the areas of legislative initiatives, economic development, and grant funding opportunities. This position is planned to be included as part of the FY21 budget, but we would like to be able to fill it this spring. Due to a position vacancy in Administration, the salary for the new position will be absorbed by the existing FY20 salary budget.

Attachments:

Resolution; Amended FY20 Classification Plan

Fiscal Impact:

None. Salaries for the positions will be absorbed by the existing salary budget due to vacancies in other budgeted positions that are vacant, being reclassified or eliminated.

Staff Impact:

None.

Legal Review:

N/A

Suggested Motion:

I move to approve Resolution changing the City of Green River's FY20 Classification plan to include the new positions of Planning & Zoning Administrator and Governmental Affairs & Grants Manager and to remove the positions of Planning Technician and Director of Community Development to be effective February 1, 2020.

Resolution No. R20-05

**A RESOLUTION TO CHANGE THE
CITY'S CLASSIFICATION PLAN**

WHEREAS, the City of Green River has previously adopted a Classification Plan setting forth the titles and job descriptions for all positions of employment with the City; **and**

WHEREAS, the purpose of the Classification Plan is to assist in the internal management of the City, specifically its employees and staff, and as such is a policy that needs to change as often as the needs of the City change.

NOW, THEREFORE, BE IT RESOLVED, BY THE COVERING BODY OF THE CITY OF GREEN RIVER, WYOMING, THAT THE CLASSIFICATION PLAN, ADOPTED ON THE 18TH DAY OF JUNE, 2019, IS HERE BY CHANGED TO MAKE THE FOLLOWING UPDATES EFFECTIVE FEBRUARY 1, 2020:

- REMOVAL OF THE PLANNING TECHNICIAN POSITION – PAY BAND B3.
- REMOVAL OF THE DIRECTOR OF COMMUNITY DEVELOPMENT POSITION – PAY BAND E1.
- ADDITION OF THE PLANNING & ZONING ADMINISTRATOR POSITION – PAY BAND C2.
- ADDITION OF THE GOVERNMENTAL AFFAIRS & GRANTS MANAGER POSITION – PAY BAND D1.

APPROVED, THIS 18TH DAY OF FEBRUARY, 2020.

SIGNED:

Pete Rust, Mayor

ATTEST:

Chris Meats, City Clerk

CITY OF GREEN RIVER POSITIONS - FY20

A	B	C	D	E
OPERATIONS SUPPORT	TECHNICAL SUPPORT	SUPERVISORY/ADMIN MGT	PROFESSIONAL	DIRECTOR
A1 Custodial Services Coordinator A2 Administrative Services Coord Aquatics Coordinator Recreation Center Coordinator A3 Parks & Facilities Operator Streets Services Operator A4 Environmental Sys Operator Fleet Services Operator	B1 Administrative Services Tech B2 Financial Services Technician Parks & Facilities Technician Streets Services Technician B3 Clerk of Court Community Services Officer Deputy City Clerk Planning Technician B4 Building Inspector Fleet Services Technician Streets Services Lead Tech B5 Environmental Sys Technician Human Resources Technician IT Support Technician Fleet Services Lead Tech Police Officer	C1 Communications Administrator Community Services Supervisor Police Corporal Rec Programs Supervisor URA/Main Street Administrator C2 Planning & Zoning Administrator Senior Building Inspector C3 Fleet Services Supervisor Parks & Facilities Supervisor Police Sergeant Recreation Center Supervisor Streets Services Supervisor	D1 Comptroller GIS Analyst Gov't Affairs & Grants Mgr Network Analyst D2 Assistant Fire Chief Police Captain D3 Environmental Systems Supt Professional Engineer	E1 Director of Community Development Director of Finance/City Clerk Director of Human Resources Director of Parks & Recreation Director of Public Works Fire Chief Police Chief
PT	S			
PART-TIME SUPPORT	SEASONAL SUPPORT			
PT1 Animal Shelter Attendant Custodian Crossing Guard Operations Assistant PT2 Instructor Lifeguard PT3 Shift Leader Recreation Assistant PT4 Laborer Summer Day Camp Coord	S Seasonal Operations Assistant			

