



Council Communication No. 97-250

SYNOPSIS –

It is recommended that a new job specification be adopted for the classification of Human Resources Director. The classification will be assigned to Executive Range II (\$68,269 to \$87,384) of the Supervisory, Professional and Management Pay Plan.

FISCAL IMPACT –

This position is budgeted in the FY1996-97 Budget.

RECOMMENDATION –

Approval.

BACKGROUND –

As part of the reorganization incorporated into the FY1996-97 Budget, the Personnel Office and the Civil Service Department were merged into one department. Functions of the Personnel Administrator and Civil Service Administrative Officer positions were combined as part of that merger. It is recommended that the Human Resources Director classification be established to reflect the combination of duties of the two former administrative positions. It is necessary to adopt the new job specification in order to conduct a recruitment to fill a vacancy in this position.