

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

99-048

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

AGENDA:

FEBRUARY 15, 1999

SUBJECT:

JOB SPECIFICATION
REVISION

TYPE:

RESOLUTION/NORDINANCE
RECEIVE/FILE

SUBMITTED BY:

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HUMAN RESOURCES
DIRECTOR

SYNOPSIS -

Receive and File the job specification revision of an existing job classification entitled Homeownership Coordinator and its removal from the AFSCME Bargaining Unit and placed in the Supervisory, Professional and Management (SPM) Employee Group. The job classification will be re-titled Grants and Business Manager and will be removed from the AFSCME Bargaining Unit, Salary Range 25 (\$34,545-\$41,793) and placed in the Supervisory, Professional and Management (SPM) Employee Group at Salary Range 23 (\$35,486-\$42,512), as the revised job specification encompassed supervisory responsibilities. The proposed salary placement is commensurate with other SPM job classifications with similar responsibilities.

FISCAL IMPACT -

Funds for this position were allocated within the Fiscal Year 1998-99 budget for the Department of Housing Services. (Salary increase of \$830).

RECOMMENDATION -

Receive and File the job specification revision.

BACKGROUND -

The Home Ownership Coordinator (AFSCME Pay Plan, Salary Range 25: \$34,545-\$41,793), has been within the Housing Services Department since 1992.

Responsibilities of the Home Ownership Coordinator job classification is limited to coordinating the agency's Home Ownership Program, which has assisted 20

families in their efforts to become a viable part of the community.

In 1994, with the change of administrations and hiring of a new Housing Services Director, the incumbent was asked to take on the tasks of grantsmanship for the agency, in addition to managing the existing grants programs and staff. The incumbent was responsible for developing new grants amounting to more than \$2.5 million over the next four years. The incumbent managed grants in excess of \$4.5 million which included the Shelter Plus-Care Program, Public Housing Drug Elimination Grant Programs and Public Housing Services Coordinator Grants and was responsible for supervising staff assigned to those programs, as well as assisting the Legal Department with drafting contracts for outside agency subcontracts, contract monitoring and enforcement.

Additionally, the incumbent provided assistance with the research and drafting of correspondence to outside agencies. In essence, the incumbent was much more than simply a "Home Ownership Coordinator." In order to recruit a candidate who can effectively perform the job duties of this position, which was vacated by the incumbent in the fall of 1998, staff believes the job specification must be revised to reflect the full scope of the assigned responsibilities. After consultation with AFSCME, staff recommends that the job classification be re-titled Grants and Business Manager and be removed from the AFSCME Bargaining Unit and placed in the SPM Employee Group. The Grants and Business Manager will be compensated at SPM/Salary Range 23: (\$35,486-\$42,512), as this job classification would encompass supervisory responsibilities. The proposed salary placement is commensurate with other SPM job classifications with similar responsibilities.