



**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

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

**99-349**

**SYNOPSIS -**

**AGENDA:**

AUGUST 16, 1999

Attached to the roll call are 150 position descriptions that update existing Supervisory, Professional and Management (SPM) positions. These descriptions are in part a result of the Yarger Decker & Thomas, Inc. study. They have been made to fulfill the requirements of the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), and the changing requirements of the City's SPM positions. Ongoing revisions of these position descriptions, as well as specific requests for salary changes, will be reviewed by the City's Compensation Oversight Team, which will include a representative from the City's SPM Board.

**SUBJECT:**

SUPERVISORY,  
PROFESSIONAL  
AND  
MANAGEMENT  
(SPM) POSITION  
DESCRIPTIONS

**FISCAL IMPACT -**

None.

**TYPE:**

RESOLUTION  
ORDINANCE  
RECEIVE/FILE

**RECOMMENDATION -**

**Receive and file.**

**SUBMITTED BY:**

WILLIAM STOWE  
HUMAN  
RESOURCES  
DIRECTOR

**BACKGROUND -**

Many of the City's current job descriptions have not been revised for years, some dating back to the 1960's. These job descriptions were written before many significant legal responsibilities were created for municipal employers, including the ADA and the FLSA, and are not representative of the changes in how work is performed throughout the City. The "Class Specifications" are a reflection of the duties currently performed by the City's workforce, as determined by extensive interviews with the City's workforce, completion of Position Description Questionnaires for each position, and descriptive reviews by each City department.

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