



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL**      **DATE: AUGUST 9, 2016**  
**FROM: HUMAN RESOURCES DEPARTMENT**      **WARDS: ALL**  
**SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS & SALARY PLAN TO ADJUST TITLES TO CERTAIN CLASSIFICATIONS**

## **ISSUE:**

Approve revisions to the Master Fringe Benefits and Salary Plan adjusting titles for certain classifications.

## **RECOMMENDATION:**

That the City Council approve the attached resolution to change the job titles for the Finance Director; Assistant Finance Director; and Financial Resources Manager.

## **LEGISLATIVE HISTORY:**

City Charter, Section 704, defines the position, power and requirements for the Chief Financial Officer/Treasurer.

## **DISCUSSION:**

The Finance Department studied job descriptions from a variety of agencies, primarily focusing on leadership roles. The goal was to determine the types of work being performed by incumbents; and the hierarchy in reporting relationships throughout the department. The findings showed that the industry standard is to use more descriptive position titles both in the public and private sectors; and, where applicable, to comply with titles established by City Charter. The series of title changes below establishes effective succession planning and holds value in attracting a qualified candidate pool in future recruitments.

<b>From</b>	<b>To</b>
Finance Director/Treasurer	Chief Financial Officer/City Treasurer
Assistant Finance Director	Assistant Chief Financial Officer
Financial Resources Manager	Budget and Revenue Manager

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Geriann Kingslan, Interim Human Resources Director  
Certified as to  
availability of funds: Scott G. Miller, Interim Finance Director/Treasurer  
Approved by: Marianna Marysheva-Martinez, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
  - a. Exhibit A – Redlined Fringe Benefits and Salary Plan (page 34)
  - b. Exhibit B – Changes to the Classification Plan