

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to request for approval of substitute position authority for one Assistant General Manager, Personnel Department.

Recommendation for Council action:

APPROVE one substitute position authority in the classification of Assistant General Manager, Personnel Department (Class Code 1745), within budgeted funds, through March 31, 2014.

Financial Impact Statement: The City Administrative Officer (CAO) reports that the cost of filling the requested substitute position authority will be nearly \$14,000 per month through March 31, 2014 and will be absorbed through salary savings. The substitute position authority will end upon the effective date of the incumbent's retirement, or March 31, 2014, whichever is sooner.

Community Impact Statement: None submitted.

Summary:

On January 21, 2014, your Committee considered a January 16, 2014 CAO report relative to a request for approval of substitute position authority for one Assistant General Manager, Personnel Department (Class Code 1745). According to the CAO, this authority will be used for an Assistant General Manager who plans to retire in March 2014. Council approval of this request will provide sufficient time for the Personnel Department to recruit and select a new Assistant General Manager with sufficient overlapping time to train and transition the responsibilities of the incumbent. It is important to note that as is the case with all hiring requests, a separate approval from the Managed Hiring Committee (MHC) is required for filling this substitute position authority. Accordingly, the MHC will only consider hiring requests once the substitute position authority has been granted and approved by the Council. The primary duty of this Assistant General Manager position is to serve as the Personnel Department's Business Manager, overseeing the planning, preparation, and delivery of the Department's \$54 million operating budget, including oversight and management of the daily operations of four divisions within the Personnel Department: Employee Benefits Division, Workers' Compensation Division, Occupational Safety & Health Division, and Administrative Services Division.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the request for one substitute position of Assistant General Manager as detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

**MEMBER    VOTE**

KORETZ:    YES

O'FARRELL: YES

FUENTES:    YES

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**