

**From:** [Debbie Tarry](#)  
**To:** [Will Hall](#)  
**Cc:** [Carolyn Wurdeman](#)  
**Subject:** RE: HR budget amendment  
**Date:** Friday, November 15, 2013 12:24:33 PM

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Will –

Here is the proposed proviso language based on our discussion earlier this week. I will include in my City Manager update to Council this weekend and also include in the Green Folder for budget discussion on Monday night.

*Prior to initiating a recruitment to replace the Human Resources Director or to the expenditure of any budgeted dollars in excess of those required to fund the salary and benefits of the current incumbent, the City Manager will provide a classification recommendation to the City Council for their approval. Council approval of placement in the City's salary classification plan is required before initiating the replacement recruitment.*

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**From:** Will Hall  
**Sent:** Monday, November 11, 2013 4:18 PM  
**To:** Debbie Tarry  
**Cc:** Carolyn Wurdeman  
**Subject:** HR budget amendment

Please prepare a budget amendment that makes the HR Director position authorized only from January 1, 2014 through April 30, 2014, and creates a new HR Manager position at pay range 59 authorized from May 1, 2014, through the end of the budget year. This should save at least \$28,000 if the new manager is hired in at Step 3, and more if they are hired at step 1 or 2. I would also like the amendment to move the HR budget and positions into Administrative Services.

My rationale is that the City of Shoreline only has 135 FTEs. It is appropriate for our HR unit to be small, which it is. With only 3 FTEs, the HR unit should be led by a manager instead of a director. The Senior Human Resource Analyst is at pay range 52, so range 59 still provides 19% higher salary. The pay range 59 salary of \$89,000 to \$101,000 seems entirely appropriate for someone to manage two employees. Other positions in pay range 59 include Finance Manager, Community Services Manager, Permit Services Manager, Planning Manager, Recreation Superintendent, and Central Services Manager. So I think pay range 59 for our HR manager is equitable. In addition, moving HR alongside other internal services in Administrative Services makes sense. HR is a support function similar to Finance, IT, facilities, or purchasing, and has a similar size team. With the upcoming retirement of the incumbent, now is the perfect time to reclassify the position.

Please provide the amendment and this rationale to all councilmembers for their consideration as soon as it is ready. Thank you.

Will Hall, Councilmember  
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