

Human Resource Director Salary Classification

Debbie Tarry, City Manager

February 3, 2014



Human Resource Director

- Current HR Director will be retiring May 2, 2014
- 2014 Budget Proviso - City Manager provide a recommendation to Council on classification of position for Council approval prior to recruitment to refill position
- Current classification is Exempt Salary Range 70
 - 10% below City's Operational Department Directors



Market Analysis

- City's compensation plan has defined labor market
 - City's position not a match because currently Shoreline does not have unionized personnel so labor negotiations is not required
 - Internal equity /organizational function is used to assign classification
 - Supervision of personnel is a consideration in determining compensation – but number of personnel may or may not be a determining factor



Market Analysis

- Important to maintain integrity of the City's compensation plan/policy
 - Deviations should be considered holistically
- Review of broader market
 - Puget Sound cities with population 30,000 to 80,000
 - Narrowed to cities with population 25% greater/less than Shoreline
 - Classification 70 within 4% of the median



City Manager Recommendation

- Maintain Classification 70
- Position Function
 - Organization's HR Expert
 - Responsible to design, direct, and implement variety of personnel functions across department lines and for all levels of the organization
 - Serve as a peer on the City's Leadership Team
 - Future demands greater than past
 - Integration of Ronald Wastewater District staff
 - Future water utility
 - Succession planning and implementation
 - Performance focused organization



Next Steps

- 2014 Adopted Budget
 - Salary schedule has the HR Director position at salary range 70
- If Council consensus to maintain at range 70, no further action needed
- If Council determines another salary range classification more appropriate then will amend February 10 agenda for action
- Start recruitment in mid February