



Health and Community Services

Cynthia Foley

Council Initiated:

☐ Yes

☒ No

ECAF: 2024-2651
Motion: 24-441

Type:

- ☐ Contract
- ☐ Board Appt.
- ☐ Code Amendment
- ☒ Budget Action
- ☐ Other

Requested Handling:

- ☒ Normal
- ☐ Expedite
- ☐ Urgent

Fund Source:

- ☐ General Fund
- ☒ Other
- ☐ N/A

Executive Rec:

- ☒ Approve
- ☐ Do Not Approve
- ☐ N/A

Approved as to

Form:

- ☐ Yes
- ☐ No
- ☒ N/A

Subject: Position Reclassification in Human Services

Scope: Motion 24-441 approves the requested reclassification of position HSV8084R from a Registered Nurse to a Division Manager with the Human Services Department. This will be an ongoing (regular) exempt position.

In September 2024, the Human Resources Department reviewed the Human Services Department’s reclassification request and recommended that the Registered Nurse position be reclassified to a Division Manager position and adjusted to pay grade 112. The 2024 pay range for this classification is \$111,657.60 (Step 1) to \$ 157,779.12 (Step 15). The previous position was pay grade 241 on the classified salary schedule. The 2024 pay range for this classification is \$ 83,346.72 (Step 1) to \$ 101,349.60 (Step 15).

Duration: N/A

Fiscal Impact: ☐ Current Year ☒ Multi-Year ☐ N/A

The 2024 budget impact can be absorbed through reduced FTE. This action will increase personnel costs in future years.

Expenditures	Current Year	2025	2026	2027	2028	Total
Fund 124: Various Programs including CDMH, ECEAP, Energy Admin, BH, Aging etc.	\$90,582	\$90,582				\$181,164
Totals	\$90,582	\$90,582	0	0	0	\$181,164

Revenue	Current Year	2025	2026	2027	2028	Total
Fund 124: Various Programs including CDMH, ECEAP, Energy Admin, BH, Aging etc.	\$90,582	\$90,582				\$181,164
Totals	\$90,582	\$90,582	0	0	0	\$181,164

Authority Granted: N/A

Background: The Human Services Department has a business need to plan for and train staff on Enterprise Resource Planning (ERP). The Department identified a need for

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Division Manager level support to prepare for, participate in, and implement the new systems.

Requested Action: Move to the GLS agenda for Council consideration.