



# Health and Community Services

Cynthia Foley

Council Initiated:

Yes

No

**ECAF:** 2024-2941

**Motion:** 24-483

**Type:**

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

**Requested Handling:**

- Normal
- Expedite –  
11/27/24
- 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 the Health Department

**Scope:** Motion 24-483 approves the requested reclassification of position SHD1145R from a Communications Supervisor to a Communications Manager II in the Health Department. This will be an ongoing (regular) exempt position.

In October 2024, the Human Resources Department reviewed the Health Department's reclassification request and recommended that the Communications Supervisor position be reclassified to a Communications Manager II position and adjusted to salary range 111. The 2024 pay range for this classification is 101,305.56 (Step 1) to 143,150.04 (Step 15). The previous position was on the Non-represented pay scale in salary range 20. The 2024 pay range for this classification is \$84,206.16 (Step 1) to \$124,419.72 (Step 15).

**Duration:** N/A

**Fiscal Impact:**  Current Year  Multi-Year  N/A

The 2024 budget impact can be absorbed in current salary savings since this position has been vacant along with another communications role. This action will increase personnel costs in future years.

**Authority Granted:** N/A

**Background:** Health Department has a business need to expand the budgeted FTE to a higher-level role that will manage the Communications program.

**Requested Action:** Move Motion24-483 to the GLS agenda for Council consideration.