



Meeting Date: 11/07/2018
Agenda Item: # _____

Mission Statement
To provide our growing dynamic community excellent municipal services to make Fernley a great place to live, work, and play.
Together, we enhance the desirability, safety, friendliness, aesthetics and quality of life in our city.

FERNLEY CITY COUNCIL MEETING - STAFF REPORT

REPORT TO:	Mayor & City Council	<input type="text"/>
REPORT THRU:	Daphne Hooper, City Manager	<input type="text"/>
REPORT FROM:	Shannon McKnight, Human Resources	<input type="text"/>
REVIEWED BY:	Brent Kolvet, Deputy City Attorney	<input type="text"/>
REVIEWED BY:	Denise Lewis, Finance Director	<input type="text"/>

Possible Action to approve the revised job descriptions for the IT Specialist, Human Resource Specialist, Associate and Assistant Planner, and Vector Control/Weed Abatement Technician.

ACTION REQUESTED: _Consent _Ordinance _Resolution _Motion _Receive/File

RECOMMENDED ACTION BY CITY COUNCIL

Staff recommends the City Council approve the revised job descriptions.

“I move to approve the revised job description for the IT Specialist, Human Resource Specialist, Associate and Assistant Planner, and Vector Control/Weed Abatement Technician.”

Key Points:

1. During the budget process, this position was discussed and approved with the final draft form of the job descriptions to be brought to Council for final approval.
2. The draft job descriptions have been reviewed by the Union, Planning Director, City Manager, Public Works Director and City Attorney. Meetings have been held to review and revise the job descriptions.
3. The Vector Control/Weed Abatement Technician position was approved through the 2018-2019 Budget planning process.

POLICY REFERENCE

Nevada Statutes: N/A
Fernley Municipal Code: FMC 1.05.04
Policies & Procedure Manual: Personnel Manual Section 3.3 Job Announcement, 4.1.1 and 4.1.2 Classification Plan
Community Assessment: N/A
Other: N/A

SUMMARY

Submitted are basic title changes and clarifications for the Human Resource and IT job descriptions. Both are currently titled as Specialists. This would generally indicate that the position covers one specific area of the position. For example, a Human Resource Specialist may recruit to fill open positions or may oversee benefits. In this case, this position oversees all aspects relating to Human Resources within the City of Fernley. It is the same for IT. This employee is responsible for coordination all Information Technology within the City of Fernley.

Regarding the Associate and Assistant Planner position, there is a clarification change requested by the Planning Director under Experience and Training; along with general format clean up.

The Vector Control/Weed Abatement Technician position is a new job description presented at this time.

Pursuant to FMC 1.05.04(B), the City Manager shall submit personnel decisions regarding the creation of new positions, reclassifications of any positions...to the City Council for its action. Fernley Personnel Manual Section 4.1.1 states, "The City of Fernley will develop and maintain a classification plan for all positions....Each class is defined in a class specification/job description will include: title, definition and/or distinguishing characteristics, essential functions; qualifications for employment including knowledge, ability, experience and/or training required to perform the job, physical and mental requirements and working conditions, and Fair Labor Standards Act (FLSA) status – exempt/non-exempt.

Staff submits and recommends City Council approve the job descriptions as submitted.

FINANCIAL INFORMATION

<p><u>FISCAL IMPACT:</u></p> <ol style="list-style-type: none">1. Is There A Fiscal Impact? <u>Yes</u>2. Is it Currently Budgeted? <u>Yes</u>3. If Budgeted, Which Line Item/Account?	<p>FISCAL SYNOPSIS: The Vector Control/Weed Abatement position was included in the FY 18/19 approved budget.</p>
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ATTACHED INFORMATION

Draft job descriptions for IT Coordinator, Human Resource Generalist, Associate and Assistant Planner, and Vector Control/Weed Abatement Technician.