

To: Members
Dunwoody City Council

From: J. Jay Vinicki
City Manager

Re: Additional Human Resources Staffing

Date: January 24, 2022

Action

Adopt a new city position chart effective upon an affirmative vote of City Council. Authorize the mayor, city manager, or designee to execute all documents necessary and proper to create the position of Human Resources Manager for a time not to exceed December 31, 2023 unless renewed by City Council.

Summary

The COVID pandemic has drastically increased the workload of the two current full-time employees in Human Resources. What had previously been the occasional need for them to be available on holidays and weekends has grown to a 24/7 operation, particularly with contact tracing of an active staff that still provides needed city services. Staff has researched and determined that the workload for the department now demands three full-time positions.

Details

The city's Human Resources Department has been traditionally staffed with one director and one generalist. As the number of full-time positions in other departments have grown, this department has not. Internally pre-COVID, there has been discussion that a third person would have to be added at some time.

With the onset of COVID, the contact tracing became an additional workload which has been managed by staff; however, the rapid onset of the Omicron variant has turned this workload into an everyday occurrence. Items reviewed included:

- Part-time help in this area is not a practical alternative. The human resources field is in such demand that the availability of part-time staff to handle sensitive workloads does not exist currently.
- The staff reviewed the marketplace for a full-time position thinking that a one-year limited position might help over the COVID workload increase. This also is impractical given the demand nationwide.
- With that in mind, staff recommends an at-minimum two-year limited term position to attract a viable candidate. Expansion of staff was being discussed internally pre-CVOID; if in summer 2023, this position is deemed no longer needed, it will not be included in the 2024 budget. If needed, it will be covered by the General Fund.

- Staff feels that since this position's need has been a direct result of COVID, that CARES 2 contingency, currently at \$400,000 should be used as a General Fund contribution for ten months of 2022 (\$134,000) and twelve months of 2023 (\$161,000) for a total of \$295,000.

CARES II Budget (Unaudited Dec 17, 2021)					
	Budget	Act (12/17)	Prop Amen	Future Bdg	Remaining
Revenue	5,275,356	5,275,356	5,275,356	5,275,356	5,275,356
Hazard Pay	208,771	134,053	(74,718)	134,053	-
Not-for-Profit Grants	635,000	635,000	-	635,000	-
City Supplies/Services	1,174,867	573,284	(521,687)	653,180	79,896
Small Business Grants	1,865,915	1,878,123	12,208	1,878,123	-
Al Fresco Grants	150,000	25,204	-	150,000	124,796
Entrepreneur Support	250,000	13,000	-	250,000	237,000
Tourism Reopening	150,000	150,000	-	150,000	-
Brook Run Security Lights	-	-	800,000	800,000	800,000
Finance/Accounting ARP	-	-	225,000	225,000	225,000
Contingency	840,803	-	(440,803)	400,000	400,000
Expenses	5,275,356	3,408,664	-	5,275,356	1,866,692

Action

Discussion at this meeting for guidance and feedback from City Council with a revised plan, if needed, at the next meeting for approval.



TITLE: Human Resources Manager
 DEPARTMENT: Human Resources
 FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction of the Human Resources Director, provides strategic leadership in the planning, coordinating and implementing activities within the Human Resources Department, which include recruitment, employee relations, employee training, performance management, organization development, benefits administration, compensation administration, policy administration, leave administration, and wellness program administration. This position coordinates assigned activities with other divisions, departments, and outside organizations, and provides support to the Director of Human Resources. This position manages the Human Resources Generalist and acts for the Human Resources Director in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Human Resources Director with planning and implementing City Human Resources programs; researches and recommends to the Human Resources Director strategies for recruiting, compensating, and providing benefits consistent with a professional municipal government
- Reviews and recommends to the Human Resources Director action plans for compliance with applicable federal and state laws and regulations; communicates with and trains assigned Human Resources staff on compliance with employment regulations and common human resource practices
- Assists the Human Resources Director in the design and management of a City-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management
- Assists the Human Resources Director in identifying and monitoring the organization's culture to support the attainment of the City's goals and to promote employee satisfaction
- Assists the Human Resources Director with managing the City's COVID protocols, including policy administration, report intake, contact tracing and recordkeeping, while ensuring compliance with medical privacy laws
- Develops and communicates City human resources policies and procedures, including the Employee Handbook
- Assists the Human Resources Director in administering the City's benefit program and retirement plans, obtaining competitive, cost-effective employee benefits, and monitoring the national benefits environment for options and cost savings
- Conducts studies impacting City salaries and benefits; conducts complex compensation analysis and makes recommendations to the Human Resources Director regarding the City's compensation plan
- Performs job analysis for new and revised positions and prepares detailed job descriptions
- Manages recruitment and provides direction to subordinate Human Resources staff regarding posting jobs, processing applications, responding to candidate phone calls and emails, scheduling interviews, and conducting background checks
- Oversees the New Hire Orientation process, including auditing HRIS entries and benefits enrollments processed by Human Resources staff
- Manages workers' compensation administration of Human Resources staff



- Manages the administration of all claims for short- and long-term disability and all leave requests, including FMLA and military leave
- Assists the Human Resources Director with administering the City's performance appraisal system
- At the Human Resources Director's direction, resolves and recommends solutions to employee relations issues
- Monitors the implementation of a performance improvement process with low-performing employees
- At the Human Resources Director's direction, hears, investigates, and settles employee grievances in accordance with the Employee Handbook
- Assesses and identifies major City training needs for employees and management at all levels and makes recommendations to the Human Resources Director; provides or coordinates staff training
- For assigned staff, plans and organizes workload and assignments; trains, motivates, and evaluates; reviews progress and directs changes as needed
- Serves as system administrator of the City's Human Resources Information System (HRIS); maintains Employee Self Service modules; coordinates with HRIS vendor to develop or enhance system
- Assists the Human Resources Director with preparing annual budget recommendations for the Human Resources Department
- Oversees the administration of the City's Wellness Program, including coordination of wellness events and wellness communications
- Audits and maintains Human Resources records
- Performs a variety of administrative support functions, including scanning, filing, updating records, assisting applicants and employees, answering phones and greeting visitors
- Performs other duties as requested, directed or assigned
- Regular attendance and punctuality are essential requirements of the job

ASSOCIATED DUTIES:

- May be required to attend meetings outside normal business hours
- Manages confidential information as required
- Attends seminars and workshops related to the Human Resources Manager's duties and responsibilities

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree in Human Resources, Business Administration or a related field from an accredited college or university.
- b) Five (5) years of progressively responsible professional experience in human resources, preferably in a local government environment.
- c) An equivalent combination of education and experience may be acceptable



Necessary Knowledge, Skills, and Abilities

- a) Knowledge of current federal and state employment laws and ability to interpret such laws
- b) Knowledge of HR principles and practices
- c) Knowledge of Paycom preferred
- d) Knowledge of business English and math
- e) Knowledge of modern office practices, equipment, methods and procedures
- f) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
- g) Skill in managing competing priorities on multiple projects and meeting deadlines
- h) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, and telephones
- i) Ability to apply HR principles and practices to the maintenance and analysis of human resources records
- j) Ability to think critically, exercise judgment, and analyze data for the purpose of independent, effective decision making
- k) Ability to communicate clearly and effectively, verbally and in writing
- l) Ability to understand and carry out complex verbal and written instructions
- m) Ability to deal tactfully, diplomatically, and courteously with employees and the general public
- n) Ability to maintain strict confidentiality
- o) Ability to research and analyze detailed information, records and statistical data
- p) Ability to use a personal computer and computer software applications in a Microsoft Windows environment
- q) Ability to prepare clear, concise and accurate documents
- r) Ability to manage stressful situations

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.



PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		\$29,208	\$46,733
104	Police	Police Service Representative	6		\$36,794	\$58,870
105	Police	Property and Evidence Technician	2		\$39,737	\$63,580
105	Municipal Court	Deputy Municipal Court Clerk	3		\$39,737	\$63,580
106	Police	Crime Analyst	1		\$42,917	\$68,667
106	Police	Executive Assistant	1		\$42,917	\$68,667
106	Police	Crime Scene Technician	1		\$42,917	\$68,667
107	Police	Detective	9		\$46,350	\$74,160
107	Human Resources	Human Resources Generalist	1		\$46,350	\$74,160
107	Police	Police Officer	36		\$46,350	\$74,160
107	Police	Records Supervisor	1		\$46,350	\$74,160
110	Economic Development	Business Retention and Cultural Development Manager	1		\$58,388	\$93,420
110	Police	Sergeant	11		\$58,388	\$93,420
111	Communications	Communications Manager	1		\$63,058	\$104,047
111	Human Resources	Human Resources Manager	1		\$63,058	\$104,047
111	Police	Lieutenant	4		\$63,058	\$104,047
112	Municipal Court	Municipal Court Clerk	1		\$68,103	\$112,371
113	Finance and Administration	Assistant Finance Director	1		\$73,552	\$121,361
114	City Clerk	City Clerk	1		\$79,436	\$131,069
114	Police	Major	2		\$79,436	\$131,069
116	Communications	Communications Director	1		\$92,654	\$152,879
116	Community Development	Community Development Director	1		\$92,654	\$152,879
116	Police	Deputy Chief	1		\$92,654	\$152,879
116	Economic Development	Economic Development Director	1		\$92,654	\$152,879
116	Human Resources	Human Resources Director	1		\$92,654	\$152,879
116	Technology	Technology Director*	1		\$92,654	\$152,879
116	Parks and Recreation	Parks and Recreation Director	1		\$92,654	\$152,879
117	Public Works	Public Works Director	1		\$100,067	\$165,109
118	City Manager	Assistant City Manager	1		\$108,072	\$178,318
118	Finance and Administration	Finance Director	1		\$108,072	\$178,318
118	Police	Police Chief	1		\$108,072	\$178,318
	City Manager	City Manager	1		Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter