
Human Resources

Memorandum

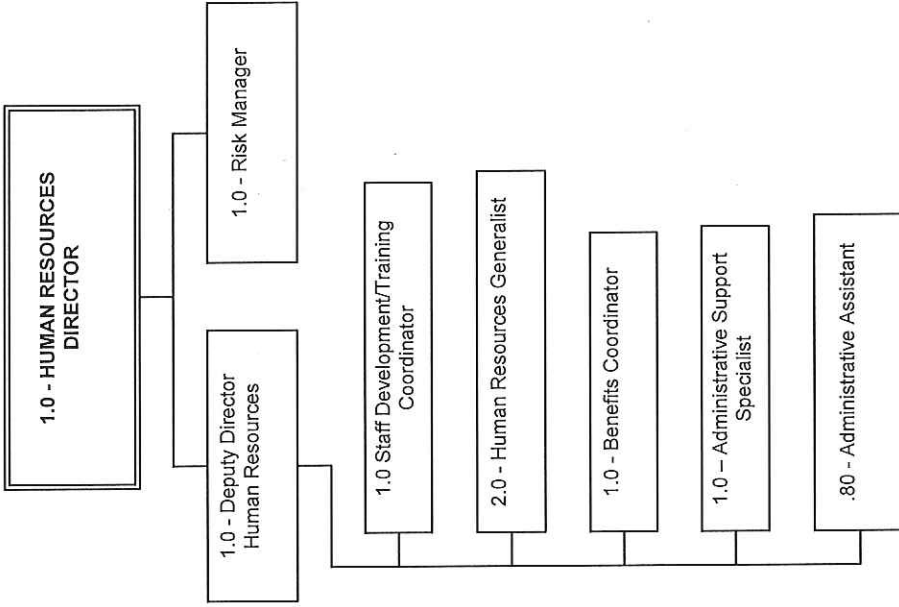
To: Chairperson Konetzke and Members of the Human Resources Committee
From: Sandy Matz, Human Resources Director *SM*
CC: Common Council

Request authorization to modify the Human Resources Department's Table of Organization by having the Risk Manager report to the Deputy Director instead of the Director.

I am requesting authorization to modify the current table of organization within Human Resources. Currently, the Risk Manager reports directly to the Director. I am proposing to have the Risk Manager report to the Deputy Director.

We do not anticipate any financial impacts or changes to position placements within the compensation plan as a result of the proposed realignment.

We believe that this realignment will improve work flow and will improve integration with the rest of the human resources staff. We are continuing to evaluate the flow of work, the division of responsibilities and the cross training of each position within the department so we are prepared to meet our succession planning goals. We have had two retirements within the last two months and anticipate another within the next year. Based on our succession planning, we anticipate that over half of the staff will turn over within the next five years. This is a challenging time for us with staff transitions while also an opportunity to re-look at how we can best meet the needs of our customers and align responsibilities that best benefit an employee during their life cycle with the City.



1/1/2015

DRAFT 7-1-18

