

RESOLUTION NO. ____-2019

RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING THE RECLASSIFICATION OF THE PUBLIC WORKS PROJECT ANALYST TO PUBLIC WORKS ADMINISTRATIVE ANALYST, SPECIAL PROJECTS MANAGER TO PUBLIC WORKS MANAGER, AND ADDITION OF TEMPORARY PART-TIME SYSTEMS ANALYST

WHEREAS, the Special Projects Manager is an exempt, mid-management position and the Public Works Project Analyst is a position within the Fort Bragg Employee Organization;

WHEREAS, the duties of the Public Works Project Analyst and Special Projects Manager have evolved and no longer reflect their corresponding job descriptions; and

WHEREAS, the Public Works Project Analyst job description almost exclusively focused on grants and no longer reflects the duties of the position; and

WHEREAS, the Public Works Project Analyst now reviews and processes Department purchases, manages the administrative/engineering budget, prepares press releases, and manages small, miscellaneous contracts, monitors projects and grants to ensure compliance with reporting requirements, acts as secretary for the Public Works and Facilities Committee, monitors capital project budgets and timelines, works with the Finance Department to ensure that revenues and expenditures are accounted for in accordance with contracts, and acts as liaison with the public and contractors regarding funding matters; and

WHEREAS, the Public Works Project Analyst now operates in a manner consistent with the duties of a Public Works Administrative Analyst as normally practiced in the municipal engineering industry; and

WHEREAS, the reclassification of the Public Works Project Analyst to Public Works Administrative Analyst includes a reduction in compensation and will not require an amendment to the adopted FY 2018-19 budget; and

WHEREAS, the Special Projects Manager now reports to the Public Works Director to supervise the City's Public Works programs and tasks, supervises and oversees the Department's administrative and engineering staff, performs substantial program or project management, reviews land use regulations, environmental review and permitting of capital projects, and identifies and pursues funding opportunities for capital projects; and

WHEREAS, the Special Projects Manager now operates in a manner consistent with the duties of a Public Works Manager as normally practiced in the municipal engineering industry; and

WHEREAS, the reclassification of the Special Projects Manager to Public Works Manager does not include a change in compensation and will not affect the adopted FY 2018-19 budget; and

WHEREAS, the extended military leave of the Systems Analyst Lead creates a need for temporary part-time coverage of the Information Technology needs of the City; and

WHEREAS, salary savings during the extended military leave of the Systems Analyst Lead will more than cover the cost of a part-time, temporary Systems Analyst position; and

WHEREAS, based on all the evidence presented, the City Council finds as follows:

1. The proposed reclassifications will provide for ongoing operational support necessary to carry out the mission and organizational goals of the City.
2. The addition of a temporary part-time Systems Analyst is necessary to provide coverage for the IT Department during the extended military leave of the Systems Analyst Lead.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby approve the reclassification of the Public Works Project Analyst to Public Works Administrative Analyst, the reclassification of the Special Projects Manager to Public Works Manager, and the addition of a temporary part-time Systems Analyst.

The above and foregoing Resolution was introduced by _____, seconded by _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 13th day of May, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

Will Lee
Mayor

ATTEST:

June Lemos, CMC
City Clerk