

ORDINANCE NO. 15077

FILE OF CITY COUNCIL

BILL NO. 28 – 2013

MAY 15, 2013

AN ORDINANCE

Amending the 2013 General Fund through reorganizing the Human Resources Department creating a net savings of approximately \$18,628 (Eighteen Thousand Six Hundred Twenty-Eight Dollars) in Permanent Wages and Temporary Wages.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That Page GF-175-176 of the General Fund be amended as follows:

Eliminate	3 (three) HR Generalists	07N	(\$75,204)
Create	Recruitment Manager Salary Range \$51,351 - \$63,185	11N	\$25,676
Create	Benefits Manager Salary Range \$51,351 - \$63,185	11N	\$25,676
Create	Labor Relations Manager Salary Range \$58,626 - \$72,522	14N	\$29,313
Title Change	Labor Relations Officer To Labor Relations Manager	14N 14N	No change in salary

SECTION TWO: The City Council authorizes a transfer in the amount of \$5,461 (Five Thousand Four Hundred Sixty-One Dollars) within the Human Resources Personnel Accounts in the following manner:

<u>FROM</u>		<u>TO</u>
000-06-0603-0001-04	\$5,461.00	000-06-0603-0001-02

SECTION THREE: That this Ordinance take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Joe Davis	X	
Jeanette Eichenwald	X	
Jeff Glazier	X	
Cynthia Y. Mota	X	
Ray O'Connell, VP		
Peter G. Schweyer	X	
Julio A. Guridy, Pres.	X	
TOTAL	6	0

I hereby certify that the foregoing Ordinance was passed by City Council on June 5, 2013 and signed by the Mayor on June 11, 2013.


CITY CLERK

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Human Resources - As a new Director, I see the need for a restructure to better serve the employee population as well as the Bureau Managers, Cabinet and other leadership for the City of Allentown.

- **Summary and Facts of the Bill**

The legislation asks City Council to adopt a Blueprint defining the strategic direction of the Human Resources Department starting in 2013.

The Ordinance before City Council involves amending the 2013 General Fund through a reorganization of the Human Resources Department creating a net savings in 2013 of \$18,628.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City's Vision/Mission/Priorities**

This strategic initiative will serve as a blueprint by which work plans, priorities, manager and employees support, and budgets can be developed to meet the overall needs of the employees who serve the citizens of Allentown.

The benefits are multi-dimensional. This permits the new Deputy Director to set an organizational structure and skill set pool to support the employee population in the City. This better provides management support and accountability for all Human Resource functions in the City of Allentown. It gives employees who are skilled and educated in the areas they service the ability to better utilize these skills, support the employee population and management team. Finally, it serves to provide the decision makers in Bureaus a road map of services and responsibilities in Human Resources in order to support effective running of bureau operations.

This restructure relates directly to the City's vision of (1) improving the level of collaboration across city departments; (2) constructing the department to deliver more effective customer service; (3) reducing the cost of delivering municipal services; (4) reducing paperwork by enabling paperless work processes through technology; (5) improving public access and quality of governmental services.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

This reorganization will result in a net saving to the City of approximately \$18,628 by eliminating the need for additional help through part-time employment.

Benefits:

Current - The right sizing of skills and aligning with pay will result in a net savings overall of over \$18,000 for the calendar year. Additionally, while there are increases, these changes are headcount neutral and there is one less person the department will carry as a part time worker for the course of the year.

Ongoing - The level of service provided to bureaus will increase. HR Generalists will become specialists in their functional areas and manage the process and in conjunction with the Deputy Director of Human Resources have more decision making authority and autonomy rather than just conduct transactional activities. This will decrease the time needed for decisions and allow better support for the employee population. In subsequent years, the budget will ultimately be flat due to increases in this current year, but no additional headcount increase will be necessary.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Currently, there is money in temporary wages (000-06-0603-0001-04) which is being transferred to permanent wages (000-06-0603-0001-02) in the amount of just over \$5,000 to cover the pay increases.

- **Priority status/Deadlines, if any**
- **Why should Council unanimously support this bill?**

This serves the City by maintaining a lower departmental headcount, results in overall cost savings to payroll, and structures the department to permit more appropriate support of the employee population and leadership team as a whole. Many new services and practices will be introduced and this bill will support HR to continue to move towards the goal of becoming a center of excellence in support of the internal customers we have - our employees.