



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/28/2023

Item Creation Date:

HR-Master Classification Plan Amend Ord. 2023-531

Agenda Item#: 12.

### **Background:**

The Human Resources Department recommends the following revisions to the civilian Master Classification Listing by adding 15 (fifteen) new job classifications and amending 5 (five) pay grades. We ask Council to approve these changes in the interests of updating our classification and compensation programs to better support departmental operations. No positions will be added as a result of these changes. The RCA is for the purpose of establishing the titles as authorized classifications. Use of these titles in the future for budgeted positions will be subject to separate review.

Funding for this item is adopted in the FY 2024 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

| <b>A. Add Job Classifications</b>                 |                      |                  |
|---|----------------------|------------------|
| <b>New Job Title</b>                              | <b>New Grade</b>     |                  |
| Assistant Laboratory Chief                        | 29                   |                  |
| Certified Medical Assistant                       | 9                    |                  |
| Employee Relations Specialist                     | 17                   |                  |
| HRIM Manager                                      | 30                   |                  |
| HRIM Professional                                 | 26                   |                  |
| Industrial/Organizational Psychology Practitioner | 28                   |                  |
| Laboratory Chief                                  | 31                   |                  |
| Optometrist                                       | 31                   |                  |
| Safety Manager                                    | 27                   |                  |
| Senior Employee Relations Specialist              | 21                   |                  |
| Senior HRIM Professional                          | 28                   |                  |
| Senior Shared Services Specialist                 | 21                   |                  |
| Senior Talent Acquisition Specialist              | 21                   |                  |
| Shared Services Specialist                        | 17                   |                  |
| Talent Acquisition Specialist                     | 17                   |                  |
| <b>B. Change Pay Grades</b>                       |                      |                  |
| <b>Job Title</b>                                  | <b>Current Grade</b> | <b>New Grade</b> |
| Chief Nurse, RN                                   | 25                   | 26               |
| Public Health Nurse I                             | 15                   | 19               |
| Public Health Nurse II                            | 17                   | 21               |
| Public Health Nurse III                           | 21                   | 23               |
| Public Health Nurse IV                            | 22                   | 24               |

DocuSigned by:

Jane Cheeks

Human Resources Director

### **Prior Council Action:**

Rev. to Ord. 98-834 as amended by 2023-531

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