



SUBJECT: Revisions to the Master Classification Ordinance for City Employees		Category # 3	Page 1 of	Agenda Item #
FROM (Department or other point of origin): Human Resources Department		Origination Date	Agenda Date	
DIRECTOR'S SIGNATURE: 		Council District affected: ALL		
For additional information contact: Omar Reid Phone: (832) 393-6056		Date and identification of prior authorizing Council action: Rev. to Ord.90-1292 as amended by Ord. 2015-1104		
RECOMMENDATION: (Summary) Approve the proposed revisions to the Master Classification Ordinance by changing the pay grades and/or titles of six classifications and adding fifteen job classifications.				
Amount & Source of Funding: \$171,056 to be Reallocated within Departmental Budget			Budget:	
SPECIFIC EXPLANATION: The Human Resources Department recommends the following revisions to the civilian Master Classification Listing. These revisions can be found on Exhibit A of the ordinance.				
A. Change pay grade				
<u>Current Job Title</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>		
Animal Enforcement Officer Trainee	11	12		
Animal Enforcement Officer	13	14		
Senior Animal Enforcement Officer	16	17		
Animal Enforcement Supervisor	22	23		
Animal Enforcement Manager	25	27		
Veterinary Technician Supervisor	21	22		
B. Add job classifications				
<u>Proposed Job Title</u>	<u>Proposed Pay Grade</u>			
Animal Enforcement Investigator	17			
BARC Marketing and Outreach Manager	29			
BARC Administration Manager	26			
Deputy Assistant Director of Shelter Ops	30			
BARC Shelter Manager	26			
BARC Shelter Supervisor	22			
BARC Administrative Specialist	20			
Veterinary Clinic Manager	26			
BARC Customer Service Supervisor	18			
Veterinary Clinic CS Lead	16			
BARC Customer Service Representative	15			
Rabies Investigation Coordinator	17			
BARC Outreach Supervisor	22			
BARC Customer Service Rep III	16			
Animal Enforcement Division Manager	29			

We have undertaken a comprehensive review of the BARC organization. We are recommending several job upgrades and title changes to improve our standing versus the market. We are also adding new, specific titles to enhance our capabilities in the areas of compensation management, recruitment, operational effectiveness and performance management.

REQUIRED AUTHORIZATION

Finance Director: 	Other Authorization:	Other Authorization:
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