



County of Los Alamos

Los Alamos, NM 87544
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Council Meeting Staff Report

January 31, 2017

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| Agenda No.: | D. |
| Indexes (Council Goals): | 2016 Council Goal – Quality Governance – Operational Excellence – Invest in Staff Development to Create a High Performing Organization |
| Presenters: | Denise Cassel |
| Legislative File: | 8990-17 |

Title

Amendment to the FY17 Classification and Compensation Plan.

Recommended Action

I move that Council approve the amendments to the FY2017 Compensation and Classification Plan, adding salary grades for the Transit Operator Trainee and the Assistant to the Utilities Manager positions.

County Manager's Recommendation

The County Manager recommends that Council approve the Transit Operator Trainee as requested.

Utilities Manager's Recommendation

The Utilities Manager recommends that Council approve the motion as presented.

The Utilities Manager recommends that Council approve the Assistant to the Utilities Manager as requested.

Body

The Department of Public Works has determined a need for a new position titled Transit Operator Trainee - an entry level position in the Transit Operator series. This request arises from the need to seasonally hire Transit Operators, especially for the Bandelier route. The Bandelier recruitment usually occurs in January in order to allow for the training period prior to the season kick off.

The process of becoming a fully trained, functional Transit Operator requires multiple steps and typically takes three to four months before a new hire can be scheduled as a fully functional, independent driver. New Transit Operators require County training and they typically have to obtain their commercial driver's license. The proposed Trainee position would create a true entry level position with minimal experience required. They would come in at a lower grade while they are in training and gaining specific experience as a Transit Trainee. With the addition of this proposed Trainee level position, the Transit Operator job description has also been modified to require one year of transit specific experience in lieu of one year of customer service experience.

The Department of Public Utilities has identified the necessity for a new position; an Assistant to the Utilities Manager. This position would facilitate and coordinate more effective operations by providing high-level administrative assistance in combination with process and business analysis and improvements. The position will be able to act as a functional lead on projects integrating the divisions within Utilities to advance departmental performance improvement.

After an internal review by Human Resources Staff, the proposed grade placement for the Transit Operator Trainee is a grade 112, non-exempt, with a range of \$13.29 per hour up to \$19.59. The proposed grade for Assistant to the Utilities Manager is a grade 124, non-exempt with a range of \$23.86 per hour up to \$35.18.

Alternatives

Council could choose to not approve the amendments to the FY2017 Compensation and Classification Plan or Council could approved the plan with amendments.

Fiscal and Staff Impact/Planned Item

No new FTEs or funding is being requested as part of the proposed amendments to the FY2017 Compensation and Classification Plan. The minor estimated cost increase for the Utilities Department is within the current fiscal budget and will be appropriately budgeted for in the future. The Public Works Department has already anticipated and prepared for the hiring of Transit Operators for the Bandelier route and it is anticipated they will experience a cost savings if this action is approved.

..Attachments

- A - FY2017 Compensation and Classification Plan
- B - Transit Operator Trainee Job Description
- C - Assistant to the Utilities Manager