MEMORANDUM

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DATE: MARCH 7, 2016

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: REORGANIZATION OF PERSONNEL SCHEDULE OF CLASSES

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At the direction of the executive director, a review of Council resource needs and staff structure began in January 2016. As a result, an updated Personnel Schedule of Classes (Section 3.5 of the Personnel Policy Manual) is proposed to better address current and expected growth areas for the Agency. Two position class titles have been updated, one position has been created, and two positions have been eliminated.

The position of "Receptionist" is being eliminated as those duties have been absorbed by the other Administrative Staff. The position of "Finance Specialist" is being split into two levels to allow flexibility as the Loans Program (RLF, SFCDFI and future NMTC) develops. The position of "Graphic Designer" is evolving into "Web and Design Manager" to reflect the changing times and importance of the Council's website.

The reorganization includes the outsourcing of IT support functions.   Like many other small organizations, it was determined that the Council can function more efficiently by sub-contracting these services. A survey of the other nine RPCs in the State indicates that five currently outsource for their IT services.

RPC	IT Services	Staff Size *
ARPC	**Outsource**	6
CFRPC	**Outsource**	17
ECFRPC	**Outsource**	9
NCFRPC	In-house	12
NEFRC	**Outsource**	9

RPC	IT Services	Staff Size
SFRPC	- - -	13
SWFRPC	In-house	7
TBRPC	In-house	11
TCRPC	**Outsource**	10
WFRPC	In-house	27

* Some RPCs include MPOs

A new "Technology Specialist" position is being created that would allow a staff person with basic IT skills to provide general maintenance and support while relying on more technical outsourced services as needed. The position of "Chief Information Manager" will be removed.

Please refer to Attachment A for a complete list of the changes.

Recommendation

Approve the attached recommended changes to the Personnel Schedule of Classes.

Attachment A

Note: Strikethrough titles are being removed, bolded titles are newly added.

3.5   Schedule of Classes – The Classification and Pay Plan includes the following class titles and minimum and maximum salaries by grade, based on differences in duties and responsibilities of the classifications in each grade.

Pay Grade	Class Titles	Minimum Annual	Maximum Annual
Grade 1	~~Receptionist~~	$22,000	$30,000
Grade 2	Intern I	$25,000	$30,000
Grade 3	Intern II Planning Technician I Administrative Assistant I	$28,000	$38,000
Grade 4	Planning Technician II Administrative Assistant II	$32,000	$42,000
Grade 5	Planning Technician III Administrative Assistant III **Finance Specialist I**	$38,000	$50,000
Grade 6*	Planning Technician IV Administrative Assistant IV ~~Graphic Designer~~ **Web and Design Manager** ~~Finance Specialist~~ **Finance Specialist II** Regional Planner **Technology Specialist**	$45,000	$70,000
Grade 7*	Senior Planner	$55,000	$80,000
Grade 8*	Principal Planner Office Manager Information Systems Manager	$65,000	$110,000
Grade 9*	Program Area Manager Chief Administrative Manager Chief Finance Manager ~~Chief Information Manager~~	$70,000	$120,000
Grade 10*	Assistant Director	$75,000	$125,000

* These positions may have specialized titles.