That WHEREAS, the Human Resources Director has requested a reorganization consisting of reclassification and title change of the Human Resources Generalist Position, and title change of the Retirement Administrator Position, and

WHEREAS, the changes to the job descriptions associated with these positions are due to changes in responsibilities related to Diversity and Equity work, information requests for the Burlington Employees Retirement System, and Human Resources Information Systems software; and

WHEREAS, the Human Resources Department requires these change and services as part of its operations; and

WHEREAS, the Human Resources Director has prepared new job descriptions and recommends the reclassification and title change of the Human Resources Generalist and title change of the Retirement Administrator; and

WHEREAS, Human Resources Director has used the Willis Classification Plan to determine a recommended pay scale for these positions; and

WHEREAS, the Chief Administrative Officer has approved these changes; and

WHEREAS, the Board of Finance recommended approval of these changes on March 10, 2014;

NOW, THEREFORE, BE IT RESOLVED that based on its new job description, the position of Human Resources Generalist shall have a new title of Human Resources Manager and shall be placed at a Non-Union Exempt Grade 20 within the Willis Non-Union Salary Table Listing; and

BE IT FURTHER RESOLVED that based on its new job description, the position of Retirement Administrator shall have a new title of Retirement and HRIS (Human Resources Information Systems) Administrator; and

BE IT FURTHER RESOLVED that these changes shall be effective as of date of City Council approval and signature of the Mayor.

lb/EBlackwood/Resolutions 2014/HR – Reorganization of HR Department – Reclassify Generalist & Retirement Administrator Positions

3/26/14