



Legislation Details (With Text)

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File created: 12/17/2019 **In control:** Board of Aldermen
On agenda: 1/14/2020 **Final action:**
Title: Resolution Adopting Changes to the Town of Carrboro Position Classification and Pay Plan
PURPOSE: The purpose of this item is to modify certain positions based on the needed level of duties and responsibilities for more effective Town operations.

Indexes:

Code sections:

Attachments: 1. Attachment A - Resolution Adopting Changes to the Position Classification and Pay Plan

Date	Ver.	Action By	Action	Result
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TITLE:

Resolution Adopting Changes to the Town of Carrboro Position Classification and Pay Plan

PURPOSE: The purpose of this item is to modify certain positions based on the needed level of duties and responsibilities for more effective Town operations.

DEPARTMENT: Town Manager’s Department

CONTACT INFORMATION: David Andrews, Town Manager, dandrews@townofcarrboro.org

INFORMATION: The Town has a number of initiatives underway that require adjustments to the Town’s staffing configuration. After review and evaluation of the Town’s current staffing needs, the Town Manager intends to make several changes effective February 1, 2020. These changes include:

- a) Establishing an employee position to support the Government Alliance on Race and Equity (GARE) initiative;
- b) Enhancing the implementation of the Community Climate Action Plan;
- a) Establishing a new department that will be referred to as the Housing and Community Services Department;
- b) Increasing focus on economic development;
- c) Increasing attention to Town wide safety.

The Town’s personnel policies require approval by the Town Council for new positions to be established in the Position Classification and Pay Plan. These changes will not impact the total number of full time employees (FTEs) for the town. To that end, the Town Manager recommends that the Town Council approve the following new and/or modified positions within the Position Classification and Pay Plan:

- 1. Recreation, Parks & Cultural Resources Director - Racial Equity Officer -The new title reflects the added job responsibilities associated with the Town’s work with the Government Alliance on Race and Equity. Additionally, the job description will explicitly state that this position is the liaison to Orange

County Library services and the Arts Committee (Salary Grade 22).

2. Environmental Sustainability Coordinator - This position will focus on the implementation of the Community Climate Action Plan (Salary Grade 15).
3. Housing and Community Services Director - Special Projects Manager - Duties will include managing the Human Services Grants Program and supporting the Human Services Advisory Board. The position will also be responsible for the Town's affordable housing program, which includes serving as liaison for the Affordable Housing Advisory Commission, managing the Affordable Housing Special Revenue Fund, participating in regional housing partnerships, and responding to emergent housing related community needs. The position will also provide constituent services and will be the project manager for Town Manager directed assignments (Salary Grade 22).
4. Eliminate the Economic and Community Development Director position and retitle it to Economic Development Director. This position will remain responsible for certain special events, business retention, expansion, and recruitment, parking, and tourism, and allow for greater focus on economic development in Carrboro. This position will continue to be the liaison for the Economic Sustainability Commission, Carrboro Tourism Development Authority, Orange County Convention and Visitor's Bureau, Chapel Hill-Carrboro Chamber of Commerce, Carrboro Business Alliance, and the Farmers Market (Salary Grade 21).
5. Safety Officer - This position will be responsible for all safety activities, including an Americans with Disabilities Act (ADA) transition plan, and processing Workers' Compensation claims (Salary Grade 15).

FISCAL & STAFF IMPACT: These changes will be absorbed within the current adopted operating budget and no additional appropriation is needed.

RECOMMENDATION: It is recommended that the Town Council adopt the resolution.