



TO: City Council members

FROM: Sharr Pechac, Human Resources Director

CC: Mayor Kerry Thomson, Deputy Mayor Gretchen Knapp, Controller Jessica McClellan, and Council Administrator Stephen Lucas

DATE: April 17, 2024

SUBJECT: 2024 Salary Ordinance 23-25 for Appointed Officers, Non-Union, and AFSCME Employees

Ordinance 23-25 sets the pay grades and salary ranges for Appointed Officers, Non-Union, and AFSCME Employees.

Requested new positions, or changes to position titles and/or grade changes from the current salary ordinance are explained below. Consistent with past practice, grade classifications were determined and re-evaluated in the same manner as has been done in the past through the job evaluation committee,¹ but this year included scoring by the department supervisors for the positions in question. The estimated fiscal impact is included. The fiscal impact for new positions and most additional FTEs (Full Time Equivalent where 1 FTE is equivalent to 40 hours of work per week) includes the salary (budgeted at the midpoint of the pay range), a flat amount for benefits, retirement contributions, and taxes.

¹ The job evaluation committee evaluates a job using seven criteria. Points are assessed in each category, and a grade is assigned based on the cumulative score.

NEW POSITIONS

Public Works requests a Facility Asset and Operations Coordinator (Grade 5) within Facilities. This new position will be responsible for the administration of the asset management software system and the proper assignment of work orders. This position will also assist with capital planning efforts, project coordination, and the development of Standard Operating Procedures. The fiscal impact is expected to be \$81,144.84.

PROPOSED CHANGES TO CURRENT POSITIONS

The Office of the Mayor desires to repurpose their Director of Innovation (Grade 9) to a Special Assistant to the Mayor (Grade 8) to better align with the Mayor's vision and direction for her office. This position will coordinate the Mayor's daily activities and serve as the first point of contact for anyone who has business with the Mayor. The fiscal impact is expected to be a surplus of \$24,835.53.

The Office of the Mayor also desires to repurpose their Chief of Staff (Grade 7) to an Executive Office Manager (Grade 6) to better align with the Mayor's vision and direction for her office. This position will be responsible for supervising and performing departmental administration functions as well as financial reporting. The fiscal impact is expected to be a surplus of \$9,869.85.

The Office of the Mayor also desires to repurpose their Administrative Coordinator (Grade 4) to a Legislative Affairs Specialist (Grade 5) to better align with the Mayor's vision and direction for her office. This position will be responsible for monitoring, researching, summarizing, and analyzing local, state, and federal legislation. The fiscal impact is expected to be \$8,587.14

Public Works desires to elevate their Sidewalk Supervisor (currently a Grade 5) to Grade 7 to better reflect the importance of this position to the City and to better align with other similar positions within Public Works. This position description was revised, and it scored at a higher pay grade. The fiscal impact is expected to be \$3,904.72

**POSITION DESCRIPTION
CITY OF BLOOMINGTON, INDIANA**

POSITION: Legislative Affairs Specialist
DEPARTMENT: Office of the Mayor
JOB GRADE:
FLSA:

Incumbent performs a range of duties related to monitoring, researching, summarizing, and analyzing local, state, and federal legislation and proposals to support the attainment of the administration's vision and goals for the City of Bloomington.

1. DUTIES:

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Essential (primary)

Tracks and reviews proposed bills, amendments, regulations, and hearings at the federal, state, and local level.

Attends, watches, or reviews minutes of City Council, County Council, and various boards and commissions. Creates summaries, flags relevant items for action or awareness, and performs additional research as needed.

Prepares reports, briefs, memos, or testimony on the potential impact, benefits, or risks of legislative proposals.

Develops position statements and strategies on specific policies or initiatives such as lobbying, coalition building, grassroots mobilization, or media outreach.

Prepares agenda and minutes for Cabinet meetings and assembles biweekly Cabinet reports. Prepares presentations, reports, and briefings for Cabinet.

Reviews and recommends mayoral appointments to boards and commissions.

Communicates and collaborates with stakeholders, policymakers, staff, media, or public on legislative issues and positions.

Stays updated on current trends, developments, and best practices in local government.

Performs related and all requested duties as assigned.

Non-Essential (secondary)

Assists in execution of promotional Officer of the Mayor City events such as luncheons and receptions, and greets special visitors.

Serves as the Mayor's representative on various City and community committees, as

necessary.

Provides overflow staffing support for front desk and Office of the Mayor correspondence.

2. JOB REQUIREMENTS:

Minimum knowledge equivalent to a bachelor's degree in Public or Business Administration, Political Science or a closely related field.

Ability to comprehend, restate, and analyze complex legislative materials and discourse. Ability to research, compile, and analyze data.

Ability to communicate clearly and concisely, orally and in written briefings and reports, and to maintain confidentiality of information.

Ability to exercise sound judgment and discretion in communications and interactions. Ability to effectively communicate with City officials, community leaders, agencies, and the general public in a tactful and courteous manner and present a positive image for the City and the Office of the Mayor during varied situations and circumstances.

Skilled in business English, grammar, punctuation, spelling, public relations and telephone etiquette and business/political protocol.

Proficient in the use of office technology and software such as Microsoft Office, Google Workspace, etc.

3. LEVEL OF SUPERVISION AND RESPONSIBILITY:

Received

Work is reviewed only for adherence to instructions, soundness of judgment and conclusions, general technical adequacy and conformance with practice and policy. Errors in judgment may result in substantial embarrassment to the City and loss of time in other units.

Reports to the Deputy Mayor

Exercised

Incumbent performs a variety of administrative duties according to the established practices and procedures of the department, using judgment and taking personal action in the determination and implementation of the best methods to achieve desired results. Other duties require analysis and problem-solving skills as well as negotiation, influencing, and relationship building skills to get resolution.

4. DIFFICULTY OF WORK:

Incumbent performs duties in a modern office environment with no unusual physical demands.

Work schedule may include evening and weekend events. Duties require the incumbent to act as the representative of the Mayor and maintain a high level of decorum, often in the face of

escalated complaints.

5. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains daily contact with Mayor, Deputy Mayor, elected city and county officials, department staff, other city employees, and members and organizations of the general public for a variety of purposes.

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**POSITION DESCRIPTION
CITY OF BLOOMINGTON, INDIANA**

POSITION: Office Manager
DEPARTMENT: Office of the Mayor
JOB GRADE:
FLSA:

Incumbent serves as Office Manager for the Office of the Mayor and is responsible for supervising and performing departmental administrative functions as well as financial reporting.

1. DUTIES:

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Essential (primary)

Oversees the operations of the Office of the Mayor and its interactions with the public via phone, email, and in-person. Answers telephone and greets office visitors.

Creates and implements processes to maintain a well-functioning, secure, productive and welcoming front desk and office environment. Develops customer service policies and procedures as necessary.

Receives and responds to a variety of inquiries, concerns and complaints from the public and individuals with a business interest in the City. Assists in the resolution of problems and concerns through explanation of City or departmental practices and policies.

Collects and presents constituent feedback to administration or relevant personnel.

Creates letters for application and appointment processes. Drafts proclamations, email correspondence, and other public-facing materials.

Maintains logs of visitors, gifts, voicemails and emails. Ensures that constituents receive timely responses.

Coordinates the purchasing process for the Office of the Mayor. Performs departmental credit card purchases and reconciles monthly statements.

Responsible in performing the following department financial duties: vets vendors for services, generates financial reports via the City financial system, submits purchase orders for department supplies, and makes payments through department purchase orders.

Assists with financial reporting and budget preparation. Oversees year-end closeout for the department including performing journal entries and budget adjustments as well as year-end encumbrances.

Supervises, schedules, and trains interns. Coordinates hiring process for interns including creating job requisitions, editing job descriptions, screening applicants, communicating with applicants, and documenting process and decision according to Human Resources Policies.

Provides administrative support to the Deputy Mayor and Office of the Mayor staff. Assists with other administrative tasks and projects, as needed.

Maintains inventory of department supplies, and submits purchase orders for department supplies. Submits purchase requisitions to ITS for computer replacements and software.

Non-Essential (secondary)

Screens incoming calls, mail and e-mails and distributes interoffice correspondence for the Office of the Mayor.

Performs related and all requested duties as assigned.

2. JOB REQUIREMENTS:

Experience equivalent to Bachelor's degree.

Minimum work experience equivalent to two years in office administration, office management, or administrative assistant roles.

Procurement experience such as purchasing, budgeting, and financial reporting, preferred.

Ability to use computer software such as Microsoft Office, Google Workspace, etc.

Ability to use correct English grammar, spelling and punctuation, and to perform arithmetic calculations.

Ability to effectively communicate with City officials, community leaders, agencies, and the general public in a tactful and courteous manner and present a positive image for the City during varied situations and circumstances.

Ability to maintain confidentiality.

3. LEVEL OF SUPERVISION AND RESPONSIBILITY:

Received

Provides support and services to all of the Office of the Mayor leadership positions as needed.

Incumbent receives general instructions and performs duties according to standard department practices and procedures, with work reviewed as necessary to assure accuracy and compliance with directives. Also takes the initiative to analyze and make recommendations for administrative process improvements. Some duties require extensive research, information gathering, and problem-solving skills.

Reports to the Deputy Mayor

Exercised

Incumbent performs a variety of administrative duties according to the established practices and procedures of the department, using judgment and taking personal action in the determination and implementation of the best methods to achieve desired results. Other duties require analysis and problem-solving skills as well as negotiation, influencing, and relationship building skills to get resolution. Errors in decision or accuracy of work are readily detected by procedural safeguards or through supervisory review, because undetected financial accounting errors may lead to significant impact on department budget.

Incumbent supervises the work of the Mayor's Office front-desk staff and interns, including assigning, directing, and evaluating work performed.

4. DIFFICULTY OF WORK:

Incumbent performs duties in a modern office environment with no unusual physical demands.

Duties require the incumbent to act as the representative of the Mayor and maintain a high level of decorum, often in the face of escalated complaints.

5. PERSONAL RELATIONSHIPS:

Incumbent maintains frequent contact with department superiors and associates, city staff and leadership, board members, representatives of various public and private agencies, and members of the general public for a variety of purposes. Purposes include giving and receiving information, explanation, and interpretation of department policy.

**POSITION DESCRIPTION
CITY OF BLOOMINGTON, INDIANA**

POSITION: Special Assistant to the Mayor
DEPARTMENT: Office of the Mayor
JOB GRADE:
FLSA:

Incumbent coordinates and organizes the Mayor's daily activities and meetings, briefs the Mayor on a wide range of issues, and serves as the first point of contact for anyone who has business with the Mayor.

1. DUTIES:

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Essential (primary)

Schedules Mayor's appointments, meetings and appearances, maintaining an organized schedule.

Briefs the Mayor with information and documentation in preparation for appointments, meetings and appearances.

Accompanies Mayor to meetings, provides audio/visual support, takes notes and photographs, and records action items. Follows up on and tracks progress on action items from Mayor's meetings.

Authors correspondence on behalf of the Mayor. Prepares presentations, drafts responses and creates other documents issued by the Mayor as needed.

Maintains up-to-date knowledge about and awareness of City functions, programs, and priorities. Researches issues on behalf of the Mayor.

Arranges Mayor's travel itinerary and reservations, processes documents for advance travel money and reimbursement of business expenses.

Non-Essential (secondary)

Assists in scheduling promotional City events such as luncheons and receptions, and greets special visitors.

Serves as the Mayor's representative on various City and community committees, as necessary.

Performs related and all requested duties as assigned.

2. JOB REQUIREMENTS:

Minimum knowledge equivalent to a bachelor's degree.

Minimum experience of at least three years in an executive administrative role, preferred.

Extensive knowledge of business English, grammar, punctuation, spelling, public relations and telephone etiquette and business/political protocol.

Ability to recall and relate information accurately, reliably and timely and to understand and carry out complex oral and written instructions, prioritize work and meet deadlines.

Ability to exercise sound judgment and discretion in applying and interpreting operational rules, regulations, policies and procedures.

Ability to research and compile data, prepare correspondence and reports, write original material, and maintain confidentiality of information.

Ability to communicate clearly and concisely, orally and in writing.

Proficiency in the use of office technology and software such as Microsoft Office, Google Workspace, etc.

Ability to effectively communicate with City officials, community leaders, agencies, and the general public in a tactful and courteous manner and present a positive image for the City during varied situations and circumstances.

3. LEVEL OF SUPERVISION AND RESPONSIBILITY:

Received

Work is reviewed only for adherence to instructions, soundness of judgment and conclusions, general technical adequacy and conformance with practice and policy. Errors in judgment may result in substantial embarrassment to the City and loss of time in other units.

Reports to the Mayor

Exercised

Incumbent performs a variety of administrative duties according to the established practices and procedures of the department, using judgment and taking personal action in the determination and implementation of the best methods to achieve desired results. Other duties require analysis and problem-solving skills as well as negotiation, influencing, and relationship building skills to get resolution.

4. DIFFICULTY OF WORK:

Incumbent performs duties in a modern office environment with no unusual physical demands.

Work schedule follows the Mayor's calendar and will regularly include evening and weekend events. Duties require the incumbent to act as the representative of the Mayor and maintain a

high level of decorum, often in the face of escalated complaints.

5. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains daily contact with Mayor, Deputy Mayor, department staff, other city employees, and members and organizations of the general public for a variety of purposes including coordinating department activities and explaining or interpreting department policies to render service, carry out policies, or maintain coordination.

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