



Legislation Text

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Retitle and Upgrade Purchasing Manager Positions (B)

The Purchasing Manager's position in Utilities Purchasing is currently vacant due to the retirement of the last incumbent in January, 2002. Attempts to fill the position began in November, 2001, in anticipation of the retirement. On two occasions, job offers were made to qualified candidates and in each case, the candidates liked the area and the organization, but were unable to accept the job at the current salary level.

Historically, the position has been under market based on periodic salary surveys and benchmarking done by Human Resources. This is supported by recent salary data received from the Florida League of Cities, the American Public Power Association and William M. Mercer, all of which are provided as back-up information.

There is also an internal equity consideration. The position functions similar to other division managers in the financial areas of General Government and GRU with regard to educational and technical knowledge requirements, responsibility, authority, supervision received and exercised and personal contacts. In addition, on the Utility side, there is also a responsibility to keep abreast of industry trends and invoke best practices that positively impact the utility's competitive position. Because of some differences in job duties, two distinct job descriptions are being proposed. Although the positions are recommended at the same pay grade, the duties listed as appropriate to each will assist in effective recruitment for the positions. This is consistent with the method in which the Accounting Manager positions for both GRU and General Government were established.

Adjusting the salary of the Purchasing Manager as recommended will put the compensation closer to market and in line with comparable managerial positions in both General Government and GRU.

The differences in the current pay grade and proposed pay grade is 16.7%. The fiscal impact of this upgrade for GRU will be minimal as the position is currently vacant. The cost to the utility for this upgrade will be realized only once an incumbent is selected and progresses through the new range over a period of several years.

The fiscal impact in general government will result in the current incumbent receiving a 5% salary adjustment immediately and then greater salary growth potential over the next several years until the top of the new range is reached through normal annual merit increases.

The Personnel and Organizational Structure Committee recommends the City Commission: 1) approve upgrading the Purchasing Manager from pay grade 72 (\$40,199 to \$60,452) to pay grade 76 (\$46,915 to \$70,551); and 2) add the title of Purchasing Manager, Utilities to the Occupational Index and establish the pay grade for the position at pay grade 76 (\$46,915 to \$70,551).