


MEMORANDUM

September 27, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Shirley Harmon, Director of Human Resources

SUBJECT: Human Resources Re-organization

Purpose

The purpose of this memorandum is to provide the information to the City of Franklin Board of Mayor and Aldermen (BOMA) for consideration of the proposed changes in the Human Resources Personnel and Organizational Chart.

Background

The Human Resources Department is requesting permission to combine the position of Assistant Human Resources Director and Benefits Manager (Assistant Human Resources Director/Benefits Manager; HR is also requesting permission to reclassify (rename) the Human Resources Analyst and the Benefits Analyst to the more appropriate title of Human Resources Generalist and to add the position of Benefits Technician replacing the vacancy left by the combination of Asst. Director and Benefits Manager. In addition, we request permission to have the two Human Resources Technicians report to the Employee Relations Manager. The reason for this request is the numerous changes in Benefits due to the Health Care Reform. These organizational changes will enable us to add an additional employee to the Benefits Division of the department. This re-organization will allow the department to better address the needs of the City.

Attached is an updated organizational chart and table of organization that shows the proposed changes in the structure of the Human Resources Department. Resolution 2013-68 authorizing the modification of the HR's department's structure is also attached.

Financial Impact

The reorganization will not require additional funding. The reorganization should actually reduce the cost of personnel in the Human Resources Department.

Recommendation

Approval of the proposed reorganization of the Human Resources Department, Resolution 2013-68, is recommended. Since this is an organizational change with no budget impact, the passage of a resolution by the Board will be sufficient to authorize the proposed changes.

RESOLUTION 2013-68

A RESOLUTION TO BE ENTITLED: "A RESOLUTION TO AMEND THE TABLE OF ORGANIZATION FOR THE HUMAN RESOURCES DEPARTMENT RELATIVE TO ASSISTANT HUMAN RESOURCES /BENEFITS DIVISION."

WHEREAS, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, desires to modify the Franklin Police Department organizational chart; and

WHEREAS, the modification to the Human Resources Department organizational chart as requested will not require any additional expense.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen for the City of Franklin as follows:

Section 1. The positions of Assistant Human Resources Director/Benefits Manager, Human Resources Generalists, and Benefits Technician are reflected in the new Human Resources Department organizational chart, as shown on the attached revised Human Resources Department Organizational Chart.

Section 2. That no additional funds be budgeted for this purpose, with any employees assuming the position of Assistant Human Resources Director/Benefits Manager, Human Resources Generalists, and Benefits Technician be funded through personnel expense currently included in the FY2013-2014 budget.

Section 3. That this Resolution shall be effective upon adoption.

IT IS SO RESOLVED AND DONE on this 8th day of October, 2013.

ATTEST:

CITY OF FRANKLIN, TENNESSEE

BY: _____
ERIC S. STUCKEY
City Administrator

BY: _____
DR. KEN MOORE
Mayor

City of Franklin
 2013-2014 Fiscal Year Budget
 General Fund - Human Resources
 Personnel by Position

Position	Pay Grade	FY 2013		FY 2014	
		Full-Time	Part-Time	Full-Time	Part-Time
Human Resources Director	L	1	0	1	0
Risk Manager	J	1	0	1	0
Human Resources Asst. Dir/Benefits Manager	TBD	1	0	1	0
Benefits Manager	J	1	0	0	0
Employee Relations Manager	H	1	0	1	0
Occupational Health/Safety Trainer	G	1	0	1	0
Safety Coordinator	G	0	0	1	0
Risk Analyst	G	1	0	0	0
Human Resources Analyst	F	1	0	0	0
Human Resources Generalist	TBD	0	0	2	0
Benefits Analyst	E	1	0	0	0
Benefits Technician	TBD	0	0	1	0
Human Resources Technician	D	2	0	2	0
Administrative Assistant	D	0	1	0	1
TOTALS		11	1	11	1

Narrative of Personnel Changes	New Position		Reclassification		
	Title	Pay Grade	From Job Title	To Job Title	Pay Grade
Reclassify Risk Analyst to Safety Coordinator			Risk Analyst	Safety Coordinator	G
Reclassify HR Asst. Director to HR Asst. Director/Benefits Manger			HR Asst. Director	HR Asst. Director/Benefits Mgr.	TBD
Remove Benefits Manager					
Reclassify HR Analyst & Benefits Analyst to HR Generalists			HR/Benefit Analyst	HR Generalist	TBD
Add 1 Benefits Technician		TBD			

Departmental Career Development Path	Pay Grade	Requirements		
		Degree	Experience	Certifications

