

ISSUES & ANALYSIS

The Job Description for the “Head of Strategy and Operations Mayor’s Office” has not been evaluated under the City’s Exempt Job Evaluation Plan due to the unique nature of the position, including the direct reporting relationship to the Mayor and the responsibility to represent the Mayor on internal and external bodies.

In attempting to assess appropriate compensation for the position, staff have consulted with an external compensation consultant and reviewed a small number of similar positions in other municipalities. However, a direct “apples to apples” comparison for compensation purposes is difficult, as other identified positions can be distinguished on the basis that they report to the City Manager or equivalent; or in the case of larger municipalities, may lead a team of staff in the Mayor’s office that is separate and distinct from the City Manager’s office.

The initial Job Description did not address required education and experience, which as noted above are two key factors in determining compensation. The amended Job Description (attached) includes the following:

Qualifications

Master’s Degree in Business Administration or Public Administration and a minimum of ten years of related experienced at a senior level in the public sector; or an equivalent combination of education and experience.

CONCLUSIONS

Considering the information available, comparable compensation for the “Head of Strategy and Operations Mayor’s Office” is in the range of \$120,000 to \$125,000 in total compensation (including salary and benefits).

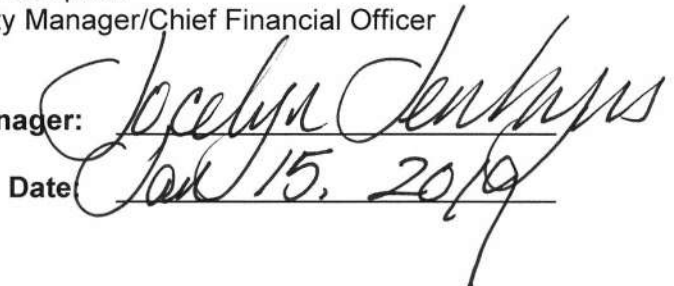
Respectfully submitted,


Jodi Jensen
Head of Human Resources


Susanne Thompson
Deputy City Manager/Chief Financial Officer

Report accepted and recommended by the City Manager:

Date


Jan 15, 2019

List of Attachments

Job Description – Head of Strategy and Operations Mayor’s Office