

Department Manager		Human Resource Manager			Department Manager									
Current Position Title	New Position Title	Human Resource Recommendation Yes, No, Push, Information Needed, Y, N, P, I	HR Mgr. Comments	Governmental or Business	Department	Dept. Manager Priority	Year of Initial Request	Year to Include in Budget	Justification			Persons/Entities to Benefit	Alternatives	Consequences of Postponement /Denial
<b>Governmental Activities</b>														
Accounting Manager	Controller	Y	I support the Finance Director's request to reclassify this position. Job description will be drafted and compensation will be determined by matching it to an equivalent role in the external job market using State of Colorado comp averages.	G	ACTG	1	2024	2024	<p>The Controller is part of the reorganization of the Accounting Department. See Proposed Organization chart below. The Controller will be assigned an Accounting Manager, an Accountant and the Payroll Lead. In addition, to their current responsibilities as an Accounting Manager the Controller will be responsible for the following items. The Controller will be responsible for planning, coordinating and the timely preparation of the audited annual financial statements in compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, CFR Title 2 Subtitle A Chapter II Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and State and County policies and procedures. Reviews and proofs audit work papers, annual financial statements and management discussion and analysis. Maintains the integrity of the chart of accounts.</p> <p>Currently an Accounting Manager is responsible for the planning, coordination and timely filing of the financial statements, but has not been compensated for the responsibility. The Controller will coordinate the financial accounting functions such as cash, payroll, accounts payable, purchasing cards, accounts receivable, post award grant accounting, capital assets, etc. The Controller will assign, direct, and supervise the activities of assigned staff ensuring adherence to established policies, procedures and standards. Administers and makes recommendations for routine personnel matters affecting subordinates including recruiting, department orientation, interviewing, hiring, training, assigning work, scheduling work hours, granting leave, appraising performance, disciplining and submitting such records and reports as required by County policy and procedures. In the past the Finance Director was responsible for the above tasks. The Finance Director is currently responsible for supervision.</p> <p>The following conclusion also applies to the Budget Lead and Payroll Lead. In conclusion, the Accounting Department's current organization structure is very flat with all 10 staff reporting to the Finance Director, coupled with various forms of indirect supervision related to approvals. The proposed organization chart is typical in governmental accounting. The reorganization of the Accounting Department will provide a condensed chain of command that may allow management a better way to allocate resources, assign tasks, and balance workloads among different individuals. The proposed organization chart can provide a clear and concise overview of the Accounting Departments structure and show how different functions and roles are interconnected. This clarity helps staff understand their positions, reporting lines, and responsibilities.</p>			DEPT	Remain the same. Try parts of the reorganization.	Lack of items emphasized in the conclusion. Turnover.
Accounting Manager	Budget Lead	Y	I support the Finance Director's request to reclassify this position. Job description will be drafted and compensation will be determined by matching it to an equivalent role in the external job market using State of Colorado comp averages.	G	ACTG	1	2024	2024	<p>The Budget Lead (Title may Change) is part of the reorganization organization of the Accounting Department. See Proposed Organization Chart of the Accounting Department below. The Budget Lead will be assigned an Accounting Manager and an Accountant. In addition, to their current responsibilities as an Accounting Manager the Budget Lead will be responsible for the following items. The Budget Lead will be responsible for planning, coordinating and the timely preparation of the budget in compliance with State regulations, County polices and Governmental Accounting Standard Board (GASB) pronouncements related to the budget. Currently an Accounting Manager is responsible for the planning, coordination and timely filing of the budget, but has not been compensated for the responsibility.</p> <p>The Budget Lead will coordinate the budget functions related to the budget package, personnel requests and reclassifications, benefits, operations, capital requests, controllable requests, supplemental budgets and submittal of the final budget to the State. Reviews and proofs of budget work papers, press release brief/package, final budget brief/package and supplemental budgets. The Budget Lead will assign, direct, and supervise the activities of assigned staff ensuring adherence to established policies, procedures and standards. Administers and makes recommendations for routine personnel matters affecting subordinates including recruiting, interviewing, hiring, training, assigning work, scheduling work hours, granting leave, appraising performance, disciplining and submitting such records and reports as required by County policy and procedures. The Finance Director is currently responsible for supervision.</p>			DEPT	Remain the same.	Lack of items emphasized in the conclusion. Turnover.
Accounting Tech	Payroll Lead	Y	I support the Finance Director's request to reclassify this position. Job description will be drafted and compensation will be determined by matching it to an equivalent role in the external job market using State of Colorado comp averages.	G	ACTG	1	2024	2024	<p>The Payroll Lead is part of the reorganization of the Accounting Department. The Payroll Lead will be assigned the Accounts Payable Finance Tech position. In addition, to their current responsibilities as a Payroll Finance Tech the Payroll Lead will be responsible for the following items. The Payroll Lead will assign, direct, and supervise the activities of assigned staff ensuring adherence to established policies, procedures and standards. Administers and makes recommendations for routine personnel matters affecting subordinates including recruiting, interviewing, hiring, training, assigning work, scheduling work hours, granting leave, appraising performance, disciplining and submitting such records and reports as required by County policy and procedures. The Finance Director is currently responsible for supervision.</p> <p>The preparation of payroll is critical to the County and requires the Payroll Lead to have an assigned staff person to be responsibility for preparing payroll in the absence of the Payroll Lead, which would be the Accounts Payable Finance Tech position. The plan is to have a biweekly payroll prepared at least once every quarter by the Accounts Payroll Finance Tech. In addition, the plan is to have one of the Accountants prepare a payroll periodically. In 2023, the current Payroll Finance Tech had an unexpected death in the family and the Accountant responsible for backing up payroll was on vacation. The Payroll Finance Tech may have chosen to take leave time, but did not and completed the payroll in a timely manner. The cost of not being able to prepare a payroll is significant and the consequences last for a long time.</p>			DEPT	Remain the same.	Lack of items emphasized in the Controller conclusion. Turnover.

Planner I	Planner II	Y	This is not a reclassification but is a plan to promote a current employee from an existing Planner I position to an existing Planner II position. By law we will need to advertise this position internally as we currently do not have a policy that indicates a Planner I can move to a Planner II once reaching a specific number of years experience or achieving specific licensures or select credentials.	G	PLNG	1	2023	2024	This employee has met the educational requirements and has the work experience to advance to the next level of Planner II.	PUBLIC	Status Quo or risk of external hire	Employees will be dissatisfied with the inability to be promoted and no room for advancement.
Planning Tech	Planner I	Y	This is not a reclassification but is a plan to promote a current employee from an existing Planning Tech position to an existing Planner I role. By law we will need to advertise this position internally as we currently do not have a policy that indicates a Planning Tech can move to a Planner I once reaching a specific number of years experience or achieving specific licensures or select credentials.	G	PLNG	2	2023	2024	This employee has met the educational requirements and has the work experience to advance to the next level of Planner I.	PUBLIC	Status Quo or risk of external hire	Employees will be dissatisfied with the inability to be promoted and no room for advancement.
Office Tech	Planning Tech	Y	This is not a reclassification but is a plan to promote an existing employee from an Office Tech to a Planning Tech. By law we will need to advertise this position internally as we currently do not have a policy that indicates an Office Tech can move to a Planning Tech once reaching a specific number of years experience or achieving specific licensures or select credentials.	G	PLNG	3	2023	2024	This employee has met the educational requirements and has the work experience to advance to the next level of Planner Tech.	PUBLIC	Status Quo or risk of external hire	Employees will be dissatisfied with the inability to be promoted and no room for advancement.
Kitchen Manager	Detention Deputy			G	SHER	1	2023	2024	Can't fill kitchen manager position. Kitchen duties have been managed by a deputy. Convert manager position to deputy position to backfill deputy who has been managing kitchen in addition to deputy duties	Jail staff and inmate population	Re-evaluate pay scale of kitchen manager position to try and attract more applicants	Short staffing jail by having deputy manage kitchen
Program Specialist (Nezel)	Early Childhood Program Coordinator	Y	I support the DHS Director's request to reclassify this position. Job description will be drafted and compensation will be determined by matching it to an equivalent role in the external job market using State of Colorado comp averages.	B	DHSS	1		2024	Community needs assessment indicates increased services needed to support childcare providers and increase capacity. Role will be independent and creative solution focused in creating new systems and procedures specific to guidance from CDEC statement of work to support community as a whole.	PUBLIC	Contract work, continue as admin position	not being able to meet state grant guidelines.
EC Program Leader		Y	I support the DHS Director's request to reclassify this position. Job description will be drafted and compensation will be determined by matching it to an equivalent role in the external job market using State of Colorado comp averages.	B	DHSS	1		2024	Community needs assessment indicated larger lift needed from early childhood council to support current and new childcare workforce. Reclassification will include increased supervision of staff, creation of new programs per CDEC statement of work and continued implementation of universal preschool.	PUBLIC	contract work, continue in current role	not being able to meet state grant guidelines.
D1 Road and Bridge Assistant Foremen	Adjust of the Assistant Foreman pay scale to encourage upward movement and retention.	Y	I agree that it makes sense to evaluate the current Assistant Foreman Pay Scale and identify a pay range that is commensurate with the responsibilities of the role compared to that of the higher level Foreman position and the lower level Equipment Operator.	G	RABR	3	2023	2024	In 2022, the Assistant Foremen's pay was adjusted per the Compensation study. It does not fall in line with upward movement and retention of employees. If a Step 6 operator applied to become an Assistant Foreman, they would be starting as a Step 8 Assistant Foreman after promotion. There is not enough separation between Operator and Assistant Foreman Pay. We will be looking to create more separation between an operator and an Assistant Foreman.	DEPT	Keep wages as is	It does not fall in line with upward movement and retention of employees. If a Step 6 operator applied to become an Assistant Foreman, they would be starting as a Step 8 Assistant Foreman after promotion. There is not enough separation between Operator and Assistant Foreman Pay. We will be looking to create more separation between an operator and an Assistant Foreman. This will decrease motivation for an operator to move up to Assistant Foreman and eventually Foreman.
D2 Road and Bridge Assistant Foremen	Adjust of the Assistant Foreman pay scale to encourage upward movement and retention.	Y	I agree that it makes sense to evaluate the current Assistant Foreman Pay Scale and identify a pay range that is commensurate with the responsibilities of the role compared to that of the higher level Foreman position and the lower level Equipment Operator.	G	RABR	3	2023	2024	In 2022, the Assistant Foremen's pay was adjusted per the Compensation study. It does not fall in line with upward movement and retention of employees. If a Step 6 operator applied to become an Assistant Foreman, they would be starting as a Step 8 Assistant Foreman after promotion. There is not enough separation between Operator and Assistant Foreman Pay. We will be looking to create more separation between an operator and an Assistant Foreman.	DEPT	Keep wages as is	It does not fall in line with upward movement and retention of employees. If a Step 6 operator applied to become an Assistant Foreman, they would be starting as a Step 8 Assistant Foreman after promotion. There is not enough separation between Operator and Assistant Foreman Pay. We will be looking to create more separation between an operator and an Assistant Foreman. This will decrease motivation for an operator to move up to Assistant Foreman and eventually Foreman.

D3 Road and Bridge Assistant Foremen	Adjust of the Assistant Foreman pay scale to encourage upward movement and retention.	Y	I agree that it makes sense to evaluate the current Assistant Foreman Pay Scale and identify a pay range that is comensurate with the responsibilities of the role compared to that of the higher level Foreman position and the lower level Equipment Operator.	G	RABR	3	2023	2024	In 2022, the Assistant Foremen's pay was adjusted per the Compensation study. It does not fall in line with upward movement and retention of employees. If a Step 6 operator applied to become an Assistant Foreman, they would be starting as a Step 8 Assistant Foreman after promotion. There is not enough separation between Operator and Assistant Foreman Pay. We will be looking to create more separation between an operator and an Assistant Foreman.	DEPT	Keep wages as is	It does not fall in line with upward movement and retention of employees. If a Step 6 operator applied to become an Assistant Foreman, they would be starting as a Step 8 Assistant Foreman after promotion. There is not enough separation between Operator and Assistant Foreman Pay. We will be looking to create more separation between an operator and an Assistant Foreman. This will decrease motivation for an operator to move up to Assistant Foreman and eventually Foreman.
<b>GOVERNMENTAL TOTAL</b>												
<b>Business Activities (YVRA, Building, P-Burg, Milner)</b>												
<b>Current Year Reclassifications</b>												
<b>2024 Budget Reclassifications</b>												
Airport OSS Officer (Hague)	Airport OSS Lieutenant	Y	This is not a reclassification but is a plan to promote an existing employee from an OSS Officer to a OSS Lieutenant. By law we will need to advertise this position internally.	B	YVRA		2024	2024	Based on the planned training requirements that will be completed by this employee it is estimated that at the two-year mark, they will have met the requirements for promotion to Lieutenant.	DEPT	Keep employee at OSS Officer Position	Does not allow for increased duties/responsibilities that will improve the efficiency and effectiveness of the OSS Department
<b>BUSINESS TOTAL</b>												
<b>GRAND TOTAL</b>												