



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

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## COMMUNITY RESOURCES DEPARTMENT HUMAN RESOURCES DIVISION

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### Memorandum

**TO:** Legal & Finance Committee

**FROM:** Kevin Thom, Community Resources Director

**Re:** Review of City Job Descriptions

**Date:** February 17, 2010

Citywide the City job descriptions were in need of review and updating. Over the past approximately 8 months the City Human Resources staff has been working with the City Departments to review and update their respective job descriptions. As part of this process we have reviewed about 287 different job descriptions.

The suggested changes have been divided into 3 primary categories:

- Deleted Positions
- Modifications to Job Titles
- Grade/Compensation Changes

The deleted positions are those that are no longer used by the department and can be removed from our system.

The modifications to job titles were largely driven by breaking out the same position by specific department. For example, we previously used the universal title of administrative secretary with one set of duties and minimum requirements for employment. In reality these positions vary from department to department so we identified the position by the department, i.e. administrative secretary became library administrative secretary or fire department administrative secretary, etc.

The proposed changes to grades were the result of a review of these positions by Human Resources, the particular department involved, Condrey and the employee. Grade changes are largely driven by additional responsibilities, i.e. supervision of new programs, not just more of the same duties already assigned.

The Airport and Civic Center are considering additional changes in positions and organizational structure, but will bring those forward in the near future as separate items.