



Memorandum

To: Nicki Neal
Director

From: Pat Morrissey
Human Resource Consultant

Date: August 1, 2013

Subject: Human Resource Technician III

In their study of our senior Human Resource positions, the Human Resources & Risk Management Division, City & Borough of Juneau, recommended a new job class for the assistant manager positions in Payroll Services. During our examinations of the impact of creating this new class on existing job classes, we determined that minor changes should be made to the Human Resource Technician III in order to more appropriately reflect impacts from the creation of specialized classes and to better address evolutions to the Division of Personnel and Labor Relations' current organizational structure.

The specific changes to the class concepts for the Human Resource Technician III job class primarily consisted of broadening the class definition and distinguishing characteristics to reflect changes in the scope of responsibilities. In addition, minor wording edits were performed to ensure consistent references between the Human Resource Technician III, Payroll Services Supervisor, Payroll Services Assistant Manager, and Human Resource Consultant I-VI job classes.

The revised class specification and position classification actions are effective August 1, 2013.

Attachment:
Revised class specification

cc: Cheri Lowenstein, Director
Division of Administrative Services
Department of Administration

Maritt Miller, Payroll Services Manager