



City of New Haven
Office Of Management and Budget
Justin M. Elicker, Mayor
Michael Gormany, City Budget Director

Tuesday, July 25, 2023

Alder Tyisha Walker-Myers
President, Board of Alders
23rd Ward
165 Church Street
New Haven, CT 06510

RE: Ordinance Amendment to Appropriating Ordinance # 1 Reclassifying The Positions Of Administrative Assistant To Human Resources Associate And Position Of Senior Personnel Analyst To Talent Acquisition And Training Lead And Transferring Funds From Expenditure Reserve In An Amount Of \$23,446 To The Chief Administrative Office, Human Resources Salary Account

Dear Honorable President Walker-Myers:

As required by City Charter (Article VIII) and general code of ordinance sections 2-383 and 2-386, The Chief Administrative Officer, Human Resource Department is seeking approval from the Board of Alders to reclassify the title of two budgeted positions.

The reclassification includes:

Current Information

17002 Administrative Assistant 884 \$50,554

23003 Senior Personnel Analyst EM \$66,000

Revised Information

24001 H.R. Associate EM (NE 2) \$55,000

24002 Talent Acquisition and Training Lead
EM (E2) \$85,000

The reclassifications are needed to improve processes and efficiencies within the Human Resources Department.

Reclassification of Administrative Assistant to H.R. Associate

The Department of Human Resources is responsible for a variety of services for the City of New Haven's diverse workforce - current and potential. The Human Resources Office Associate plays a pivotal role in providing advanced administrative and confidential support to the Human Resources department. Operating at an administrative level, this position is the first point of contact for confidential matters, playing a key role in maintaining discretion, efficiency, and professionalism. This role significantly contributes to the seamless operation of the HR department.

With human resource positions comes the understand the importance of maintaining the confidentiality of sensitive employee information, including pre-employment drug screens and background checks, health-related information, Health Insurance Portability and Accountability Act, or HIPAA, access to our Civil Service Eligibility lists prior to certification, and other confidential information. The job description of Administrative Assistant does not encompass the full



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confidentiality and first point of contact as needed for Human Resources for all Sexual Harassment, Violence in the Workplace Complaints, and other private employee concerns. With the position being Citywide, HR is seeking approval to reclassify the position to a confidential administrative position.

Reclassification of Senior Personnel Analyst to Talent Acquisition and Training Lead

The change in title will create a position that has not existed in the City HR office prior. The position will work with the HR Manager and Personnel director in talent recruitment, retention, and development. With the number of City vacancies, Talent acquisition is important in identifying, attracting, choosing, onboarding, pleasing, and retaining highly qualified individuals. This position is also looking to develop strategies that enables the city to hire proactively, rather than reactively. The position will also be a key position in HR development in administering compliance programs, training, recruitment, merit system testing, classification, Diversity/Equity/Inclusion, investigations, and other human resource related programs as the department determines important to implement based on industry trends and forecasted priorities.

With the reclassification and addition of positions, a transfer of funds would be needed to cover the additional expenditures in the amount of \$23,446 from the expenditure reserve account to the salary accounts of CAO-Human Resources Department FY 2023-2024.

The Chief Administrative Office-Human Resources Department and Office of Management and Budget also committed to give an overview/update of Human Resources hiring, policy and procedure updates related to City vacancies Human Resources and Office of Management and Budget feel this is the time to give the Board of Alders an update on City hiring, policies, testing, etc., while reclassifying the budgeted positions.

Please feel free to contact us with any additional questions.

Michael Gormany
Acting Controller

Marcela Garcia
Manager of Human Resources and Benefits