
Policy: Job Analysis

Adopted by City Council: October 2022

Personnel are critical to the success of the BPRYCS Department meeting the mission of delivering high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future. In order to ensure the BPRYCS Department is operating as efficiently as possible, job analysis is conducted on a formal basis.

Annual Budget Process

During the Annual Budget Process division supervisors in conjunction with the Superintendent and Deputy Superintendent review the anticipated personnel needs for the next fiscal year. This includes review of current full-time and part-time positions as well as recommendations for new positions that may improve operations, increase efficiencies, meet a department/city goal, or advance the work of the master and strategic plans. Any new positions must be formally proposed and accompanied by thorough justification and analysis. This may include: cost analysis, impact assessment, efficiency projections, and other supporting data that illuminates the significant need. If endorsed by the Superintendent the proposal will require approvals from the City's Salary Committee before being included in the operating budget for commissioner review.

Vacancy Review

Any time a position is vacated within the department, the Superintendent in conjunction with the Division Supervisor will review the continued need for the position and discuss if job description modifications are required or if a different position would better serve the operation. After analysis is completed the Superintendent will move forward through the proper approval channels to have the position posted.

Job Revision Task Force

Every 3-5 years an internal Job Revision Task Force comprising of representation from all divisions and unions within the department will be convened. Task force members will be charged with conducting a wholesale review of job description language, consistently with descriptions and codes. The task force will make formal recommendations to the Superintendent who will then work with the unions and Human Resources Department to implement changes.