



TO: Mayor
Members of the City Council

FROM: Lisa Jundt, Human Resource Director

DATE: February 21, 2023

SUBJECT: RECLASSIFICATION OF NDR/CDBG POSITIONS TO CIVIL SERVICE STATUS

I. RECOMMENDED ACTION

Recommend approval of reclassification of three NDR/CDBG positions from temporary status to Civil Service status.

II. DEPARTMENT CONTACT PERSONS

*Harold Stewart, City Manager, Place name, 857-4750
David Lakefield, Finance Director, 857-4774
Lisa Jundt, Human Resource Director, 857-4753*

III. DESCRIPTION

A. Background

Minot has been a recipient of CDBG grant funds since the onset of the 2011 flood, with administrative services for the funding initially contracted to CDM Smith. When Minot was awarded \$74 million in NDR funds in January 2016, the need for internal staff to help assist in administration of these funds was recognized, which resulted in the creation of the positions of Disaster Recovery Grant Administrator, Grant Project/Compliance Coordinator and the Financial Specialist Senior (f.k.a. CDBG Reporting/Financial Clerk). The positions were created as temporary status with the premise they would no longer be needed after the initial 3-year term of the grant. However, since the award of the NDR grant, the City of Minot has been given an extension to the time allotted for use of the funds, with HUD advising the City of the need to take more responsibility for administrative control, rather than relying on CDM Smith. This directive has essentially required the City to maintain the needed positions indefinitely.

Two of the positions have been vacant for several months and the Human Resource Department has been having difficulty in recruiting qualified applicants to fill them. One of the biggest obstacles to recruitment has been the current designated status of the positions, as many applicants are weary of taking a position that has been identified as temporary. Since the need for the positions is expected for the foreseeable future, it would be logical to change these positions to Civil Service status to alleviate the temporary status issue.

IV. IMPACT:

A. Strategic Impact:

A status change will hopefully assist the Human Resource Department with recruitment to fill these positions, and lessen the burden placed on Finance Department staff who have had to take on these duties due to position vacancies.

B. Service/Delivery Impact:

Compliance, fiscal responsibility and transparency are essential when government agencies administer federal funds. Being able to successfully recruit qualified applicants will maintain success in these important contribute to success in these required areas.

C. Fiscal Impact:

Administrative costs are already paid with CDBG/NDR funding and will continue to be by this source of funding in the unforeseeable future.

V. CITY COUNCIL ASPIRATIONS

Approval of the reclassifications will contribute to the Resilience and Preparedness of the City to successfully administer and awarded federal funding.

VI. ALTERNATIVES

Leave the positions as a temporary status.

VII. TIME CONSTRAINTS

Turnaround for recruiting and filling positions is always critical.

VIII. LIST OF ATTACHMENTS

- A. *Job Description – Disaster Recovery Grant Administrator*
- B. *Job Description – Grant Project/Compliance Coordinator*
- C. *Job Description – Financial Specialist Senior*
- D. *Memo*