



20 October 2017

**TO: RAILS Board of Directors**

**FROM: Dee Brennan**

**SUBJECT: Human Resources Department reorganization**

As you know, we did not fill the Director of Human Resources position when Barb Brooks resigned in the spring. Jim Kregor has taken on the oversight of Human Resources, along with his ongoing Finance Department responsibilities, and both employees in the department, Samantha Daley and Mary Hudspeath have quickly and enthusiastically stepped up to take on additional responsibilities and tasks.

We asked the Management Association to review the existing job description for Human Resources Assistant and to provide an updated job description based on the current responsibilities that Mary and Sam have.

Their recommendation is that the positions be split, creating instead a Human Resources Coordinator and a Human Resources Generalist. Sam will be in Grade 6 as a Generalist and Mary in Grade 4 as a Coordinator.

The cost of this reorganization of the HR department is less than \$10,000. Our savings on combining the HR and Finance Departments is approximately \$70,000.

I ask the Board to approve this reorganization. We will revise the organization chart accordingly.