

RESOLUTION 2024-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN FOR FY 2024-25 TO (1) REVISE THE FULL-TIME HUMAN RESOURCES/RISK MANAGER JOB SPECIFICATION AND ADJUST THE DIVISION MANAGERS' SALARY SCHEDULE TO REFLECT INCREASED DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCES/RISK MANAGER, AND (2) REVISE THE FULL-TIME CHIEF BUILDING OFFICIAL/PLAN CHECKER JOB SPECIFICATION TO REFLECT CURRENT ESSENTIAL OPERATIONAL FUNCTIONS AND QUALIFICATIONS, EFFECTIVE OCTOBER 21, 2024

WHEREAS, this proposed action is not a project as defined by CEQA;

WHEREAS, under the City of San Pablo's Personnel Rules adopted by Resolution 2014-031, Section 2.03 establishes the authority of the City Manager to prepare and revise a Classification and Compensation Plan (hereafter referred to as "the Plan");

WHEREAS, the Plan includes an Employee Allocation List, Salary Range Schedules and Class Specifications;

WHEREAS, the Plan delineates procedures and schedules for future updates to ensure appropriate and optimum staffing levels are maintained and that salaries remain competitive in relation to the surrounding labor market, and in line with the City Council's approved FY 2024-26 Two-Year General Operating Budget;

WHEREAS, on April 1, 2024, via Resolution 2024-046, the City Council approved the recommendation made by the City Manager which re-titled the Human Resources Manager position to Human Resources/Risk Manager, which incorporated the daily management and oversight of the City's workers' compensation and risk management functions, and designated the Human Resources/Risk Manager to serve in this capacity, and as the City's Primary Board Member to the Municipal Pooling Authority of Northern California (MPA) following the vacancy of the Assistant City Manager position, effective March 16, 2024. Furthermore, under Section 5 of the MPA Joint Exercise of Powers Agreement, the MPA requires that each member City appoint either its City Manager or other designee responsible for its risk management function as a member of the MPA Board of Directors;

WHEREAS, at the time of the re-titling of the Human Resources/Risk Manager classification in April 2024, a commensurate salary adjustment was not approved for these increasing duties and responsibilities. Instead, the City Manager approved a "Temporary Salary Advancement Within Range" adjustment pursuant to City's adopted Personnel Rules while continuing to move forward with key HR recruitments in the City Manager's Office;

WHEREAS, at this time, based on further operational evaluation and necessity, the City Manager requests that a commensurate labor market salary adjustment to be approved by City Council action for these increased duties and responsibilities under the Human Resources/Risk Manager classification;

WHEREAS, City staff conducted a review of comparable Contra Costa County agencies and organizations with comparable job specifications for the classification reflecting current levels of responsibility. A proposed salary range of Step A - \$13,713, Step B - \$14,398, Step C - \$15,118, Step D - \$15,874, Step E - \$16,668 per month is comparable with these findings, and reflects an overall +10% labor market adjustment making the current classification within +/-5% from the labor market median point consistent with other one-time labor market salary adjustments for other classifications in the City;

WHEREAS, due to operational necessity, the City Manager proposes amendments to the Chief Building Official/Plan Checker job specification to reflect the current essential functions and qualifications required operationally in the Community Development Department/building Services Division;

WHEREAS, the proposed FY 2024-25 Plan amendments to the job specification and salary adjustment for the Human Resources/Risk Manager and the amendments to the job specification for the Chief Building Official/Plan Checker are for non-represented Division Managers; therefore, no meet and confer obligations are triggered by the proposed amendments;

WHEREAS, the proposed salary adjustment for the Human Resources/Risk Manager classification is cost-neutral for the FY 2024-25 period with funding for the proposed FY 2024-25 Plan Amendment to be offset by FY 2024-25 City Manager Departmental budget cost savings from two (2) current FTE vacancies in the City Manager's Office since July 2024. Additionally, one-time, supplemental funding for covering all salary and benefit costs associated with all current FTE allocations to the City Manager Department Budget was previously approved via Resolution 2024-101 on July 15, 2024, for the remainder of the FY 2024-25 period; and

WHEREAS, there are no funding impacts for the proposed amendments to the Chief Building Official/Plan Checker job specification at this time.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby amends the City's Classification and Compensation Plan for FY 2024-25, effective October 21, 2024, to:

1. Revise the full-time Human Resources/Risk Manager job specification and adjust the Division Managers' Salary Schedule to reflect increased duties and responsibilities of the Human Resources/Risk Manager, as set forth in the attached Exhibits A and B; and
2. Revise the full-time Chief Building Official/Plan Checker job specification to reflect current essential operational functions and qualifications, as set forth in the attached Exhibit C.

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct and are included herein by reference as findings.

* * * * *

ADOPTED this 21st day of October, 2024, by the following votes:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

Dorothy Gantt, City Clerk

Patricia Ponce, Mayor