

RESOLUTION 2019-###

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO (1) APPROVING AN AMENDMENT TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN UPDATING JOB DESCRIPTIONS AND SALARY RANGE SCHEDULES FOR CITY CLASSIFICATIONS EFFECTIVE FEBRUARY 1, 2019, IN THE FOLLOWING REPRESENTED AND UNREPRESENTED EMPLOYEE GROUPS: ASSOCIATION OF INTERMEDIATE EMPLOYEES (AIE), CONFIDENTIAL EMPLOYEES, DIVISION MANAGERS, EXECUTIVE MANAGEMENT, SAN PABLO POLICE EMPLOYEES ASSOCIATION (SPPEA), AND CONTRACT EMPLOYEES; (2) APPROVING AN AMENDMENT TO THE EXECUTIVE MANAGEMENT TERMS & CONDITIONS OF EMPLOYMENT FOR THE CHIEF OF POLICE; AND (3) AUTHORIZING THE CITY MANAGER OR DESIGNEE TO IMPLEMENT THE PROPOSED AMENDMENTS

WHEREAS, staff engaged a consultant to perform a comprehensive review of all citywide job descriptions that has resulted in various proposed amendments to the City's Classification and Compensation Plan (the Plan) that are detailed in this resolution;

WHEREAS, these amendments to the Plan are consistent with the adopted Policy Items, *Reorganizational Analysis* and *Fiscal Sustainability* in the FY2018-21 Council Priority Workplan, effective November 1, 2017;

WHEREAS, these amendments are not a project as defined by CEQA;

WHEREAS, the City has met its obligation under the MMBA (Meyers-Milias Brown Act) to meet and confer with the affected labor unions (SPPEA and AIE) with respect to the new classifications and the corresponding salary and benefits; both unions have agreed to the proposed amendments and have signed side letters agreeing to such changes;

WHEREAS, to be consistent throughout the City, several new specifications are recommended as additions to the City's Plan including: Assistant City Manager (Executive), Accounting Technician (Confidential), Human Resources Technician (Confidential), Legal Assistant (Confidential), Executive Assistant to the City Manager (Confidential), Accounting Manager (Division Manager), Assistant/Associate Engineer (AIE), Community Services Coordinator I/II (AIE), Community Services Supervisor (AIE), Maintenance Supervisor (AIE), Senior Environmental Program Analyst (AIE) and Community Outreach Technician (SPPEA);

WHEREAS, to update the City Plan by deleting outdated or unused classifications, the following recommended deletions include: Assistant City Manager/Personnel Administrator, Fiscal Clerk II, Management Assistant, Secretary to the City Attorney, Executive Assistant, Assistant Civil Engineer, Assistant Engineer, Associate Civil Engineer, Finance Supervisor, Maintenance Operations Supervisor, Recreation Program Coordinator, Youth Services Program Coordinator, Community Services Coordinator, and Senior Center Coordinator;

WHEREAS, as a result of the review it was found that several positions should be reallocated based on the body of work performed including: Recreation Supervisor to Community Services Manager (1 position), Community Services Coordinator to Community Services Manager (1 position), Secretary to the City Attorney to Legal Assistant (1 position), Assistant Engineer to Associate Engineer (1 position), Management Assistant to Human Resources Technician (1 position), Senior Management Analyst to Senior Environmental Program Analyst (1 position) and Police Services Assistant to Community Outreach Technician (1 position);

WHEREAS, as a result of the proposed newly added classifications as well as internal and equity adjustments, the Salary Range Schedules for all affected bargaining units have been revised which will be effective February 1, 2019, the first day of the pay period in which the City Council has approved the changes;

WHEREAS, as a result of the comprehensive review of the City's Classification and Compensation Plan a number of changes are specifically proposed related to Executive Classification and Compensation including: 1) updated job descriptions for City Manager and City Attorney, 2) salary schedule adjustments for the Community Services Director (increase each step by 11.42%), Community & Economic Development Director (increase each step by 6.87%) and Chief of Police (increase each step by 4.43%), and 3) the addition of a 5% Management Incentive for the Chief of Police, for which the City Council was provided an oral report prior to taking action on these salary and benefit adjustments;

WHEREAS, the job description update identified the operational need to increase staffing at the appropriate level to include: Accounting Technician, 1 FTE, Administrative Services Department; Community Services Coordinator I/II, 1 FTE, Community Services Department; and Maintenance Supervisor, 1 FTE, Department of Public Works;

WHEREAS, the anticipated cost of the additional positions and salary range adjustments is approximately \$26,000 in salary costs in FY2018/19 and will be absorbed within departmental budgets;

WHEREAS, the anticipated cost of the additional positions and salary range adjustments is estimated to be approximately \$77,500 in salary costs in FY2019/20 and FY2020/21, which will be addressed in the Mid-Cycle Update to the FY2108-21 Quadrennial Budget;

WHEREAS, the proposed new and retitled job descriptions are attached as Exhibit A, the proposed revised Salary Schedules are attached as Exhibits B-1 through B-5, and the current and proposed Organizational Charts are attached as Exhibit C; and

WHEREAS, the proposed updates and additions were discussed with the Budget, Fiscal & Legislative Standing Committee at their Special Meeting of January 28, 2019 and after review and discussion, the Committee voted in favor of recommending approval to the City Council of the Plan amendments.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby approves the amendments to the City's Classification and Compensation Plan for FY 2018/19 described herein including:

1. New and retitled job descriptions (Exhibit A);
2. Updated salary schedules (Exhibits B1-B5);
3. Authorization of three additional FTE: Accounting Technician (1.0 FTE – Administrative Services Department), Community Services Coordinator I/II (1.0 FTE – Community Services Department) and Maintenance Supervisor (1.0 FTE – Public Works Department);
4. Amendments to the City's Organizational Chart (Exhibits C1-C2); and
5. Amendments to the Terms & Conditions of Employment for the Executive Management Group to include a 5% Management Incentive for the Chief of Police.

BE IT FURTHER RESOLVED that the City Manager or designee is hereby authorized to implement these changes to the Plan.

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ADOPTED this 4th day of February, 2019, by the following vote:

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

ATTEST:

APPROVED:

Patricia Ponce, City Clerk

Rich Kinney, Mayor