

RESOLUTION 2017-232

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN FOR FY 2017/18 AND THEREBY APPROVING: (1) A POLICE DEPARTMENT REORGANIZATION & ESTABLISHMENT OF THREE NEW CLASSIFICATIONS AND CORRESPONDING SALARY RANGES; (2) MERGING OF THE FINANCE AND INFORMATION TECHNOLOGY DEPARTMENTS INTO ONE ADMINISTRATIVE SERVICES DEPARTMENT AND ESTABLISHING TWO NEW CLASSIFICATIONS AND CORRESPONDING SALARY RANGES; AND (3) A REORGANIZATION OF COMMUNITY SERVICES DEPARTMENT STAFFING FOR OPERATIONAL EFFICIENCY

WHEREAS, this action is consistent with the adopted Policy Items, *Reorganizational Analysis* and *Fiscal Sustainability* in the FY2018-21 Council Priority Workplan, effective November 1, 2017;

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

WHEREAS, the City Council adopted a quadrennial budget on June 19, 2017 and the proposed amendments to the Classification and Compensation Plan (hereafter referred to as "the Plan") are consistent with the City Councils' already approved budget in relation to staffing and salaries;

WHEREAS, the Plan delineates procedures and schedules for future updates to ensure it continues to maintain position control and therefore is in line with the City Council's approved budgetary spending on salaries;

WHEREAS, staff has conducted such audits and appraisals as required above, that have resulted in the various amendments to the Plan and are detailed in this resolution;

WHEREAS, the City has met its obligation under the MMBA (Meyers-Milias Brown Act) to meet and confer with the affected labor unions (San Pablo Police Employees' Association/Management Unit (SPPEA) and Association of Intermediate Employees (AIE)) with respect to the new classifications and the corresponding salary and benefits included and both unions have agreed to the proposed amendments and have signed side letters agreeing to such changes;

WHEREAS, the following changes are proposed in order to effectuate a Police Department reorganization:

- eliminate Police Commander classification (-3 positions);
- add Police Captain classification (+2 positions: both will be under filled at Lieutenant level for FY 17/18);
- add Police Lieutenant classification (+3 positions);

- add Police Officer/Detective (+1 position);
- add Support Services Manager classification (+1 position);
- add Jailers (+2 positions);

WHEREAS, the total FTE (Full Time Equivalent) employee change for the Police Department will be an increase to staffing of 6 FTE's;

WHEREAS, both IT and Finance have worked efficiently together over the last 12 months on special projects and general daily operations and it is now recommended that the two departments merge in order to share resources and more efficiently distribute staff to new and existing operations;

WHEREAS, the recommended changes for the new Administrative Services Department include:

- eliminate part time Administrative Intern (-0.5 position);
- eliminate IT Manager (-1 position);
- add Administrative Clerk (+1 position);
- reclassify the Finance Director position to an Administrative Services Director (no FTE change);
- reclassify an IT Systems Administrator position to a new IT Supervisor Classification (no FTE change);
- add an IT Technician (+1 position);

WHEREAS, the total FTE change for the Administrative Services Department will be an increase to staffing of 0.5 FTE;

WHEREAS, the Community Services Department is also being reorganized as a result of current vacancies and an opportunity to shift staff in a way that makes operational sense and promotes efficiencies; to that end the following changes are proposed in the Community Services Department:

- eliminate part time Paratransit Driver (-0.5 position);
- eliminate a Recreation Supervisor (-1 position);
- add a Recreation Coordinator (+1 position);
- add a full time Paratransit Driver (+1 position);
- eliminate an Administrative Intern (-0.5 position);

WHEREAS, there is no change to the total number of FTE's for the Community Services Department;

WHEREAS, a draft Organizational Chart (Exhibit A) reflecting all the departmental changes discussed is attached and also attached are Draft Job Descriptions for the new classifications proposed to be added (Exhibits B - F) which will be included as part of *Section XIII, Class Specifications/ Job Descriptions* of the FY 17/18 Classification & Compensation Plan; and corresponding changes have also been made to the Salary Range schedules attached as Exhibit G;

WHEREAS, the proposed departmental reorganizations were discussed with the Budget, Fiscal & Legislative Standing Committee at their Special Meeting of December 6, 2017, and after review and discussion, the Committee voted in favor of recommending approval to the City Council of the Plan amendments; and

WHEREAS, the cost of the three departmental reorganizations will be absorbed within existing resources and no additional appropriations are being requested for the first two years of the Quadrennial Budget. During the mid-cycle review with the City Council (July 2019) it is expected that additional monetary resources will be needed to cover the cost of the Police Department reorganization; staff will address this need with the City Council at that time.

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 2017/18 described herein including: (1) amendments to the City's Organizational Chart (Exhibit A); (2) new Classification Job Descriptions (Exhibits B-F); (3) revised Salary Schedules for SPPEA, AIE, and Executive Management (Exhibit G); and authorizes the City Manager, or his designee, to effectuate said reorganizations.

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Adopted this 18th day of December, 2017, by the following vote:

AYES:	COUNCILMEMBERS:	Valdez, Kinney and Calloway
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	Cruz and Morris
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST: APPROVED:

/s/ Elizabeth Pabon-Alvarado
Elizabeth Pabon-Alvarado, City Clerk

/s/ Genoveva Garcia Calloway
Genoveva Garcia Calloway, Mayor