



## Legislation Text

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**PREPARED BY:** REINA SCHWARTZ

**DATE OF MEETING:** 10/15/2018

**SUBJECT:**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE CITY'S CLASSIFICATION & COMPENSATION PLAN FOR FY 2018/19 TO RECLASSIFY THE ASSISTANT TO THE CITY MANAGER-HR POSITION TO A HUMAN RESOURCES MANAGER CLASSIFICATION AND TO AMEND THE SALARY SCHEDULE TO REFLECT THE NEW CLASSIFICATION TITLE

**CITY MANAGER RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

*Budget Spending Control, Reorganizational Analysis and Fiscal Sustainability* are adopted policy items under the FY 2018-21 Council Priority Work Plan, effective November 1, 2017.

**CEQA Compliance Statement**

This is not a project as defined by CEQA.

**BACKGROUND**

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 this budget in relation to staffing needs and salaries.

One (1) Assistant to the City Manager-HR position is currently allocated to the City Manager's Office. The duties of this position entail managing the day-to-day programs, policy implementation, and operations of the Human Resources function for the City. Based on an analysis and evaluation of said duties, and the level of responsibilities assigned, a recommendation is now being made to reclassify this position to a Human Resources Manager to ensure that the functions of this job are appropriately classified and in line with the labor markets' classification and compensation for comparable duties. A draft Job Description is attached as Exhibit B. There will be no change in FTE's as a result of the proposed amendment as summarized in the bullet point below:

- Reclassify the Assistant to the City Manager-HR to Human Resources Manager

The attached Organizational Chart, Exhibit A, shows the proposed change in the City Manager's Office.

**FISCAL IMPACT**

**No change in salary range - no additional appropriation needed.** The Division Manager's Salary Schedule is proposed to be amended to reflect the proposed classification change (see Exhibit C).

**ATTACHMENTS**

Exhibit A: Draft Organizational Chart

Exhibit B: Draft Human Resources Manager Job Description

Exhibit C: Draft Division Manager's Salary Schedule