



## Legislation Text

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File #: #20-037, Version: 1

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**PREPARED BY:** REINA SCHWARTZ

**DATE OF MEETING:** 02/03/20

**SUBJECT:**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLAN FOR FY 2019/20 BY APPROVING THE REALLOCATION OF ONE ADMINISTRATIVE CLERK I POSITION TO A FISCAL CLERK I POSITION

**CITY MANAGER RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

Approval of this item is not directly related to a specific policy priority item in the FY2019-21 City Council Priority Workplan, effective March 1, 2019 but is needed for improved city operations.

**CEQA Compliance Statement**

This is not a project under CEQA.

**BACKGROUND**

The City Council adopted a quadrennial General Fund Operating Budget on June 19, 2017 for the period FY 2018-21. The proposed amendments to the Classification and Compensation Plan (hereafter referred to as "the Plan") are generally consistent with the City Council's already approved budget in relation to staffing and salaries. Furthermore, under San Pablo Municipal Code Sections 2.04.140, 2.04.220, and 2.48.010 the City Manager is the administrative head of government and maintains the authority of preparing an annual salary plan as a component of the City's Personnel System for submittal to the City Council for adoption annually.

Due to unforeseen vacancies from employee attrition and retirements, ongoing employee labor relations agreements, and/or labor market and operational efficiencies, the City Manager may recommend specific amendments to the adopted Plan to ensure City operational efficiency and service delivery. The Plan delineates procedures and schedules for future updates to ensure appropriate 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 budget.

Staff has conducted audits and appraisals as authorized above. One position reallocation is being recommended at this time.

**Proposed Amendment**

This report proposes to reallocate one Administrative Clerk I position to a Fiscal Clerk I position in the Administrative Services Department. The position is currently vacant and the classification of Fiscal Clerk I will better match the workload in the Department. The salary range for the Fiscal Clerk I is

slightly higher than the Administrative Clerk I and will also provide better career mobility for staff in the department.

The City has notified the relevant recognized employee organization, Operating Engineers, Local No. 3 (OE3) of the proposed reallocation and they are in agreement.

**Budget, Fiscal and Legislative Standing Committee Review:** The proposed reallocation was presented to the City Council Budget, Fiscal and Legislative Standing Committee on January 15, 2020 and the Committee recommended forwarding the item to City Council for adoption.

**FISCAL IMPACT**

The fiscal impact of reallocating one Administrative Clerk I to one Fiscal Clerk I position will be approximately \$9,000 on an annual basis based on salary and benefit costs. This cost will be absorbed by the Administrative Services Department budget for the remainder of this fiscal year (FY 2019/20) as well as FY 2020/21.