

Legislation Text

File #: #18-249, Version: 1

PREPARED BY: TINA GALLEGOS

DATE OF MEETING: 07/02/18

SUBJECT:

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO RATIFYING THE ADDITION OF A PART-TIME, 12-MONTH LIMITED TERM ENVIRONMENTAL PROGRAM ANALYST POSITION (0.5 FTE) IN THE PUBLIC WORKS DEPARTMENT FOR FY2018/19 AND AMENDING THE CITY'S CLASSIFICATION & COMPENSATION PLAN FOR FY2018/19 TO REFLECT THIS CHANGE

CITY MANAGER RECOMMENDATION

Adopt Resolution

COMPLIANCE STATEMENTS

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.

CEQA Compliance Statement

This is not a project as defined by CEQA.

BACKGROUND

On June 18, 2018 the City Council considered on the regular agenda and adopted Resolution 2018-090 amending the City's Classification & Compensation Plan and approving a number of staffing changes and revised salary schedules for the various employee groups to be effective July 1, 2018 for FY2018/19. In relation to this item, staff provided last minute correspondence to the City Council involving a staffing addition in the Public Works Department of a part-time, 12-month, limited term Environmental Program Analyst position. This position is needed to assist with workload associated with multiple environmental grants that the City has been recently awarded. The last minute correspondence included a revised version of the proposed Resolution and Organization Chart to add a 0.5 FTE Environmental Program Analyst position to assist with such projects also effective July 1, 2018. This addition was called out in the oral staff presentation on the item.

The addition of this position had been included with the staff recommendation and was reviewed by the Council's Budget, Fiscal & Legislative Standing Committee on June 12 with a recommendation for approval by the full Council. However, the addition of this position was inadvertently omitted from the original Resolution regarding the Classification & Compensation Plan Amendment for FY 2018/19. In order to meet operational needs beginning July 1, 2018, the position was added to the Resolution at the meeting. However, in an abundance of caution, staff proposes that the City Council also adopt this Resolution ratifying the addition of this position to the Public Works Department and further amending the City's Classification & Compensation Plan for FY2018/19 to reflect this addition.

FISCAL IMPACT

Funding transfers will cover costs - no additional appropriation needed: the total salary and

benefits cost of adding a part-time Environmental Program Analyst is \$37,500 and is already covered through a reduction in budget for professional services that would otherwise have been required for this work (from 255-3510-43600 to 255-3510-41000) per Resolution 2018-082, adopted on June 18, 2018. Since this is a limited-term position, the funding transfer from professional services to salaries will only continue during the term of the position.