

## Legislation Text

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**PREPARED BY:** REINA SCHWARTZ

**DATE OF MEETING:** 02/04/19

**SUBJECT:**

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

**CITY MANAGER RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

Adoption of the proposed Resolution is essential to advancing the current policy item: *Future Labor Relations Concessions & Partnerships* in the Policy Area: *Fiscal Sustainability* in the FY2018-21 City Council Priority Workplan, effective November 1, 2017.

**CEQA Compliance Statement**

This is not a project as defined by 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, 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.

In March 2018, the City retained Bryce Consulting to conduct a comprehensive City-wide job classification study to develop a classification structure that reflects the City's overall classification and compensation strategy. In conducting the classification study, Bryce Consulting reviewed each classification and the work currently performed by employees; drafted new or updated class specifications as necessary; and recommended an allocation for each position to the appropriate class based on the duties and responsibilities assigned at the time the position was studied. A review process permitted the department directors/managers and each employee to review the draft classification recommendations. The study has resulted in the various amendments to the Plan which are detailed in the discussion below.

### **Classification Study**

New or Retitled Classifications. In addition to updated classifications that were formatted in order to be consistent throughout the City, the Classification Study performed by Bryce Consulting resulted in several new classification specifications recommended as additions to the City's Class Plan. All new or retitled class specifications are included with this report for Council approval as follows: City Manager (Contract), City Attorney (Contract), 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), Community Services Manager (Division Manager), Information Technology 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).

Deleted Classifications. In addition, in order to update the Class Plan, we are recommending that a number of classifications be deleted as outdated and/or unused. The class specifications to be deleted 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. Employees in any of these classifications will be reallocated to a new or retitled classification with no loss of any job terms.

Position Reallocations. The comprehensive review also concluded that a number of positions should be reallocated based on the body of work currently being performed. The positions being reallocated are: 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).

Proposed Position Additions. Another outcome of the job description update was the identification of a need to add three positions to the budget at this time. These positions are needed to handle current operational needs at the appropriate level of position. The recommended additions are: Accounting Technician (1 FTE - Administrative Services Department), Community Services Coordinator (1 FTE - Community Services Department), Maintenance Supervisor (1 FTE - Public Works Department). If the positions are approved by the City Council, the City will begin recruiting

for these positions immediately.

Adjustment of Salary Ranges. In addition to the job allocation changes described above, salary ranges will be adjusted upwards to improve career ladder alignment and competitiveness in the following classifications: Chief of Police, Community Services Director, Community & Economic Development Director, Assistant Planner, Information Technology Supervisor, Information Technology Manager, and HR Manager.

Management Incentive for the Chief of Police. In addition, there is one other change proposed to the Terms & Conditions for the Executive Management group, to include a 5% Management Incentive for the Chief of Police. This is a benefit that has been provided to management employees represented by the SPPEA and should be extended to the Chief of Police for purposes of equity within the City's sworn employees.

Meet and Confer Process. For any of modified, new or deleted classifications that are represented by the Association of Intermediate Employees (AIE) or the San Pablo Police Employees Association (SPPEA), the City completed a meet and confer process and reached agreement with the applicable union on the proposed changes. Those changes included a bargaining unit change for the Maintenance & Operations Superintendent classification from AIE to Division Managers and the Finance Supervisor (retitled to Accounting Manager) classification from AIE to Division Managers

**Budget, Fiscal and Legislative Standing Committee Review:** 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.

## **FISCAL IMPACT**

### **Salary Range Schedules**

The fiscal impact of the job description update process is the result of both reallocating some positions to new classifications that accurately reflect current employee duties as well some equity adjustments to ensure our positions remain competitive in the local employment market.

It is estimated that the net fiscal impact of the proposed changes will be approximately \$26,000 in salary costs this fiscal year and can be absorbed within existing budgetary resources. On an annual basis, these changes will cost approximately \$77,500 in salaries; this cost will be addressed at the Quadrennial Budget Mid-Cycle Update later this fiscal year.

Revised salary schedules for all affected groups are attached to this report, including comments explaining the changes recommended. Once approved, the salary schedules will be published to the City's website without the explanatory comments for ease of use in the future.

As required by California Government Code section 54953(c)(3), before taking final action, the City Council shall orally report a summary of any recommendation regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of City executives. Accordingly, the following actions are recommended as to the compensation of City executives:

- Increase the salary at each step of the salary schedule for the Community Services Director

by 11.42%;

- Increase the salary at each step of the salary schedule for the Community & Economic Development Director by 6.87%;
- Increase the salary at each step of the salary schedule for the Chief of Police by 4.43%; and
- Add a 5% Management Incentive to the compensation package for the Chief of Police.

#### ATTACHMENTS

Exhibit A: Proposed New/Retitled Job Descriptions

Exhibits B1-B5: Updated FY 2018/19 Salary Schedules

Exhibits C1-C2: Current and Proposed City of San Pablo Organizational Chart FY 2018/19