

## Legislation Text

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File #: #19-069, Version: 1

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**PREPARED BY:** REINA SCHWARTZ

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

**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 SCHEDULE FOR CITY CLASSIFICATIONS EFFECTIVE MARCH 1, 2019, IN THE REPRESENTED UNIT OF OPERATING ENGINEERS LOCAL UNION NO. 3 (OE3); (2) APPROVING UPDATED SALARY SCHEDULE FOR PART-TIME CLASSIFICATIONS; 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.

At the City Council meeting on February 4, 2019, the City Council approved the Classification and Compensation Plan for the Association of Intermediate Employees, Confidential Employees, Division Managers, Executive Management, San Pablo Police Employees Association and Contract Employees, but was not able to complete the meet and confer process with OE3 until the issues with the Memorandum of Understanding for that bargaining unit were resolved. . . .

### **Classification Study as to OE3 Employees**

New or Retitled Classifications. In addition to updated job descriptions 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 for the employees represented by OE3 are included with this report for Council approval and as follows: Fiscal Clerk I/Fiscal Clerk II (Non-Confidential), Maintenance Worker I/II, Permit Technician I/II.

Deleted Classifications. In addition, in order to update the Class Plan, we are recommending that a number of job descriptions be deleted as outdated and/or unused. The class specifications to be deleted for employees represented by OE3 includes: Fiscal Clerk I, Maintenance Worker III, and Permit Technician. Employees in 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: Fiscal Clerk I (OE3) to Accounting Technician (Confidential) (1 position); Permit Technician to Senior Permit Technician (1 position); Administrative Clerk II to Senior Administrative Clerk (1 position); Administrative Clerk II (OE3) to Community Services Coordinator I (AIE) (1 position); Maintenance Worker III to Senior Maintenance Worker (5 positions); and Senior Maintenance Worker (OE3) to Maintenance Supervisor (AIE) (2 positions).

Adjustment of Salary Ranges. In addition to the job allocation changes described above, the salary range for the Maintenance Worker I classification will be adjusted upwards by approximately five percent to improve career ladder alignment and competitiveness.

Meet and Confer Process. For any of the modified, new or deleted classifications that are represented by OE3, the City completed a meet and confer process and reached agreement on the proposed changes. Those changes included bargaining unit changes as follows: one Fiscal Clerk I (OE3) position reallocated to Accounting Technician (Confidential); one Administrative Clerk II (OE3) position reallocated to Community Services Coordinator I/II (AIE), and two Senior Maintenance Worker positions (OE3) to Maintenance Supervisor positions (AIE).

### **Classification Study as to Part-Time Classifications.**

A review of the part-time classifications resulted in several updated job descriptions and a review of the salary schedule which resulted in a recommendation to increase Step A of three of the part-time classifications which had salary ranges that started below the current State Minimum Wage to \$12 per hour due to the change in the State Minimum Wage effective January 1, 2019.

## **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 \$31,000 in salary costs this fiscal year and can be absorbed within existing budgetary resources. On an annual basis, these changes will cost approximately \$93,000 in salary costs; 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.

## **ATTACHMENTS**

Exhibit A: Proposed New/Retitled Job Descriptions

Exhibits B1-B2: Updated FY 2018/19 Salary Schedules

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