



## CITY OF SALINAS COUNCIL STAFF REPORT

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DATE: April 17, 2018  
DEPARTMENT: ADMINISTRATION  
FROM: RAY E. CORPUZ, JR., CITY MANAGER  
BY: JIM PIA, ASSISTANT CITY MANAGER  
TITLE: MODIFICATION TO CLASSIFICATION AND SALARY SCHEDULE

### RECOMMENDED MOTION:

Approve a Resolution approving the reclassification of the positions described in Exhibit B and modify the Classification and Salary Schedule.

### RECOMMENDATION:

Staff recommends that the City Council approve a Resolution approving the reclassification of the positions described in Exhibit B and modify the Classification and Salary Schedule.

### BACKGROUND:

This is a request for the City Council to authorize the reclassification of seven (7) positions identified by Departments during the development of the FY 2017-2018 Operating Budget. These positions have either experienced a change in duties/and or responsibilities or have been recommended for retitling to conform to the duties and responsibilities of the position.

The Personnel Manual at Section 3.9 provides, in part, that Department Directors may request a classification study when they believe that positions under their jurisdiction may be improperly classified, or that the duties and responsibilities have changed; Recommended actions are typically reviewed during the budget process.

Section 3.9(D) provides that, "Reclassification is generally necessitated through organization modification. Generally, reclassification will result from:

1. Significantly changed duties and responsibilities, necessitating a modification of the pay range and title of the position.
2. Reorganization of the department, or division of a department, whereby the requirement for the particular classification no longer exists."

The City retained the services of Regional Government Services (RGS), a public agency that provides human resource management services to assist in the classification studies. The process

involved several steps, including 1) requiring the incumbents to complete a detailed Position Description Questionnaire; 2) conducting job analysis interviews with incumbents and their supervisors; 3) review of job descriptions/class specifications, in addition to a review of the City's Classification and Salary Schedule; and 4) and examination of the qualifications, namely the education and experience for each class specification.

Four positions recommended for study were in the Community Development Department, and were identified as a result of restructuring efforts within that department. One of these incumbent positions is actually performing work of another existing City classification, and is proposed to move into the appropriately identified classifications. Two incumbent classifications are proposed to be retitled with the incumbents being promoted into the new positions. The final recommendation from RGS comes with the establishment of a Senior Community Development Analyst with the incumbent promoting into that position.

The Finance Department identified a Senior Accounting Clerk to be reviewed for range of duties. After the RGS study, the recommendation is to re-establish the classification of Revenue Technician and promote the incumbent.

The Administration Department identified the City Clerk and Human Resources Officer positions for review. As a result, the RGS Classification Study recommends that the City Clerk's duties and responsibilities be updated and a salary adjustment is implemented. Additionally, RGS recommends the establishment of a Human Resources Director position, and promote the Human Resources Officer into that position.

In the attached Classification Study report issued by RGS, it is recommended that the seven positions studied warrant the reclassification by the City Departments.

In terms of the City's Classification and Salary Schedule, modifications based on the proposed Department reclassifications, position title changes, and base salary adjustments, necessitate that the City Council modify the updated Classification and Salary Schedule, thereby bringing it current.

#### CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (SEQA Guidelines Section 15378).

#### STRATEGIC PLAN INITIATIVE:

The proposed action meets the Effective Sustainable Government Council goal.

FISCAL AND SUSTAINABILITY IMPACT:

There is no significant budget impact with the reclassifications during the current FY 17-18, as Department budgets will not require new money. Departments will work with Human Resources to determine appropriate placement on the updated Classification and Salary Schedule. In the new Fiscal Year beginning July 1, Department operating budgets will need to reflect the increased annual cost of the recommended reclassifications in the approximate total amount of \$31,500.

ATTACHMENTS:

Resolution  
Classification and Salary Schedule  
Exhibit B: RGS Classification Study

**RESOLUTION NO. \_\_\_\_\_ (N.C.S.)**

**A RESOLUTION APPROVING THE RECLASSIFICATION OF THE POSITIONS DESCRIBED IN EXHIBIT B AS WELL AS THE MODIFICATION TO THE CLASSIFICATION AND SALARY SCHEDULE**

WHEREAS, the City of Salinas Operating Budget process identified the need to reclassify positions within the Community Development, Finance and Administration Departments; and

WHEREAS, the City of Salinas Administration Department staff worked with Regional Government Services (RGS) to complete the appropriate Classification and Compensation Study Report; and

WHEREAS, the Classification and Salary Schedule needs to be modified to reflect all changes.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salinas does hereby approve the Reclassification of positions contained in Exhibit B and the modifications to the Classification and Salary Schedule as of April 17, 2018.

PASSED AND ADOPTED this 17<sup>th</sup> day of April 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Joe Gunter, Mayor

ATTEST:

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Patricia M. Barajas, City Clerk