



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: September 12, 2023

DEPARTMENT: ADMINISTRATION

FROM: STEVE CARRIGAN, CITY MANAGER

BY: JIM PIA, ACTING FINANCE DIRECTOR
LISA BRINTON, COMMUNITY DEVELOPMENT DIRECTOR
DAVID JACOBS, PUBLIC WORKS DIRECTOR
MARINA HORTA-GALLEGOS, HUMAN RESOURCES DIRECTOR

TITLE: REORGANIZATION, RECLASSIFICATION, WORKFORCE
ALLOCATION ADJUSTMENT AND CLASSIFICATION SALARY –
SCHEDULE MODIFICATION

RECOMMENDED MOTION:

It is recommended that the City Council approve a Resolution to reclassify specified positions and amend the FY 23-24 workforce for the Administration, Community Development, Finance, and Public Works Departments and modify the Classification – Salary Schedule. Specifically, staff request to reclassify the vacant Permit Center Manager to Assistant Community Development Director, vacant Senior Plan Check Engineer to Plan Check Engineer, vacant Deferred Compensation Technician to Payroll Technician, vacant Technology and Innovation Officer to Information Systems Manager, one Senior Civil Engineer to Deputy City Engineer, and one vacant Public Service Maintenance Worker (PSMW) III to PSMW IV.

RECOMMENDATION:

Staff recommends that the City Council approve the attached Resolution to approve the recommended reclassifications and amend the FY 23-24 workforce for the Administration, Community Development, Finance, and Public Works Departments to include one additional Assistant Community Development Director by reclassifying the vacant Permit Center Manager and adding one Plan Check Engineer in the place of the vacant Senior Plan Check Engineer. In the Finance Department, the Deferred Compensation Technician to be reclassified to a Payroll Technician and Technology and Innovation Officer to Information Systems Officer. In Public Works, the Senior Civil Engineer overseeing Engineering/Capitol Improvement Projects to be reclassified to Deputy City Engineer. The Deputy City Manager would be added to the Classification – Salary Schedule. Lastly, the vacant PSMW III would be reclassified to PSMW IV.

BACKGROUND:

Community Development Department

The Community Development Department currently has approximately 60 authorized full-time positions and an operating budget of \$8.3M. The department's main functions are planning, planning implementation, permitting, management of federal funding, housing facilitation, homes services, code enforcement, business retention and expansion and small business development.

The current organizational structure divides oversight of the various divisions between the Director and the Assistant Director. Specifically, the Assistant Director provides oversight for Advanced Planning and Implementation (APPI), Housing and Community Development, and Code Enforcement. The Director provides direct oversight over the remaining divisions while planning and directing the goals, functions, and initiatives of the entire Department. The new Community Development Director assumed leadership as the FY 23-24 budget and workforce were being finalized.

The Department retained the services of Municipal Resources Group to assist with an assessment of the Permit Center (Permit Services Division). This process included employee input to review staffing, duties, workflow, customer service, and communication, among other things. Following employee feedback and a review of the current staffing, vacancies, and organizational structure, it is recommended that the vacant Permit Center Manager be reclassified to an Assistant Community Development Director with management and direct oversight of the Permit Center. Under the direction of the Community Development Director, this position will exercise general supervision over inspection services, building plan check, code enforcement and building permit operations. By leading the multi-disciplinary teams, he/she will ensure proper coordination of all applications received, timely service to all customers, collection of fees and coordination with the plan check staff and other City departments.

Separately, plan checking currently has two authorized Senior Plan Check Engineers and with one recent vacancy, the department recommends underfilling the position with a Plan Check Engineer. This will allow for career growth opportunities and anticipate this will be less challenging to fill.

Finance Department

The Finance Department recommends reclassifying the vacant Deferred Compensation Technician to Payroll Technician. A Payroll Technician would be able to assume existing deferred compensation accounting, posting, reconciliation functions and provide additional support to the Payroll Supervisor.

Additionally, the Information Technology (IT) Division was set to shift from the Finance Department to Administration although the IT division has historically been overseen by the Finance Director. Upon further review, it is recommended that the IT division remain in the Finance Department. This shift would have increased the Administration Department workforce by more than fifty percent (50%). Keeping the IT division within Finance provides a status quo in Finance and provides the City Manager with a more manageable span of control over the existing positions in Administration, those recently added and those being studied and recruited. Staff further recommends reclassifying the vacant Technology and Innovation Officer to the previously authorized Information Systems Manager.

IT staff are temporarily overseen by the City Clerk while the City prepares to recruit for the Information Systems Manager and fills the Assistant Finance Director and Finance Director vacancies.

Public Works

The Public Works Engineering division is currently divided into five divisions. Currently, two division head positions are vacant. The Department proposes to reclassify the incumbent Senior Civil Engineer overseeing Engineering (Capital Improvement Projects) to a Deputy City Engineer. This is the first step of several as the Department evaluates the current structure, existing staffing, and vacancies.

Benefit Group	Grade	Position	Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6
			Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
15		Deputy City Engineer	55,0612	9,544	57,8158	10,021	60,7090	10,523	63,7408	11,048	66,9314	11,601	70,2815	12,182

Additionally, the Maintenance Services division recommends reclassifying one PSMW III vacancy to a level IV position to balance the number of lead staff in the Sewer/NPDES Streets division.

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) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The proposed action meets the Effective and Culturally Responsive Government Council goal.

DEPARTMENTAL COORDINATION:

Human Resources, Administration, Community Development, Finance, and the Public Works Departments collaborated in this effort.

FISCAL AND SUSTAINABILITY IMPACT:

None. The Permit Center is funded by an enterprise fund. The difference in salary between the Permit Center Manager and Assistant Community Development Director will be offset this fiscal year with salary savings from the vacant Permit Center Manager position and the underfilling of the Senior Plan Check Engineer will provide additional salary savings.

The reclassifications of the Deferred Compensation Technician and Technology and Information Officer are cost neutral.

The reclassification of the Senior Civil Engineer and PSWM III will be offset this fiscal year with salary savings.

ATTACHMENTS:

- Resolution
- Current Organizational Charts
- Revised Organizational Charts

RESOLUTION NO. _____ (N.C.S.)

RESOLUTION APPROVING THE FY 23-24 WORKFORCE ALLOCATION ADJUSTMENT, RECLASSIFICATIONS, AND CLASSIFICATION – SALARY SCHEDULE MODIFICATION

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the approved FY 23-24 workforce for the Administration, Community Development, Finance, and Public Works Departments reflect the recommended reclassifications, workforce adjustments, and Classification – Salary Schedule modification.

Department	Existing	Recommended
Administration	IT Division	Remove IT Division
Community Development	Permit Center Manager	Assistant Community Development Director
Community Development	Senior Plan Check Engineer	Plan Check Engineer
Finance	Deferred Compensation Technician	Payroll Technician
Finance		IT Division
Finance	Technology & Innovation Officer	Information Systems Manager
Public Works	Senior Civil Engineer	Deputy City Engineer
Public Works	PSMW III	PSMW IV

PASSED AND ADOPTED this 12th day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kimbley Craig, Mayor

ATTEST:

Patricia Barajas, City Clerk