

REPORT TO THE CITY COUNCIL

City of Salinas, California

DATE: November 15, 2016

FROM: Ray E. Corpuz, Jr., City Manager

BY: Marina Horta-Gallegos, Human Resources Officer

SUBJECT: **CLASSIFICATION AND SALARY SCHEDULE**

RECOMMENDATION:

It is recommended that the City Council adopt a resolution that:

- 1) Reclassifies the positions described in attached report from Regional Government Services; and
- 2) Modifies the Classification and Salary Schedule in attached Exhibit A.

DISCUSSION:

This is a request for the City Council to authorize the reclassification of positions identified in the FY 2016-2017 Operating Budget document. 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) examination of the qualifications, namely the education and experience for each class specification.

Six positions recommended for study were in the Department of Public Works (DPW) and were identified as a result of ongoing reorganization efforts within that Department. Four of the incumbent positions are actually performing work of another existing City classification, and are proposed to move into the appropriately identified classifications. The two remaining classifications have been identified by the Department, and subsequently, the RGS study, to be serving more appropriately in a management capacity in completing their duties. Additionally, DPW has worked with Human Resources to identify a title change of the Deputy Public Works Director/City Engineer classification to Assistant Public Works Director/City Engineer, for future hiring within that position.

The Library and Community Services Department has identified that the Literacy Program Manager position currently dedicates a significant portion of time for implementing marketing plans, promotion and community outreach programs, and sourcing, acquiring and managing funding sources. This reclassification for the incumbent employee will be a transfer into the new position, and will not require any salary change.

The Community Development Department (CDD) has identified that the current Housing Rehabilitation Specialist performs most of the duties contained in the City's existing classification of Community Development Analyst, and the subsequent RGS study recommends his reclassification into this analyst position. Additionally, CDD has worked with Human Resources to identify a title change of the Assistant Redevelopment Project Manager classification to Project Coordinator.

In the attached Classification Study report issued by RGS, it is recommended that the eight 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 following negotiations with the Police Officers Association, necessitate that the City Council modify the updated Classification and Salary Schedule, thereby bringing it current.

ISSUE:

Shall the City Council adopt a resolution that:

- 1) Reclassifies the positions described in attached report from Regional Government Services? and
- 2) Modifies the Classification and Salary Schedule in Exhibit A?

FISCAL IMPACT:

There is no significant budget impact with these reclassifications as the FY 16-17 Operating Budget reflects the recommended reclassifications with respective salary ranges.

ALTERNATIVES:

Provide further direction to staff.

CITY COUNCIL GOALS:

The proposed action meets the Council Goal of an Effective, Sustainable Government.

Back Up Pages:

Resolution

RGS Report

Exhibit A – Classification and Salary Schedule

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

A RESOLUTION APPROVING THE RECLASSIFICATION OF CERTAIN POSITIONS AS WELL AS THE MODIFICATION TO THE CLASSIFICATION AND SALARY SCHEDULE

WHEREAS, the City of Salinas Operating Budget for FY 2016-17 identified the need to reclassify and/or retitle positions within the Public Works, Community Development and Library & Community Service Departments; and

WHEREAS, the City of Salinas Human Resources 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 described in attached RGS Report and the modifications to the Classification and Salary Schedule (Exhibit A) as of November 15, 2016.

PASSED AND ADOPTED this 15th day of November 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia Barajas, City Clerk