

REPORT TO THE CITY COUNCIL

City of Salinas, California

DATE: April 28, 2015

FROM: Jim Pia, Assistant City Manager

BY: Marina Horta-Gallegos, Human Resources Officer

SUBJECT: **MODIFICATION TO THE CLASSIFICATION/SALARY SCHEDULE**

RECOMMENDATION:

It is recommended that the City Council adopt a Resolution

- 1) Restoring the Battalion Chief/Fire Marshal classification from inactive to active status;
- 2) Reclassifying the Police Clerk series to Police Services Technician; and
- 3) Reclassifying the position of Community and Economic Development Director to Community Development Director and accordingly approving a modification to the Classification and Salary Schedule.

DISCUSSION:

Battalion Chief/Fire Marshal

The Battalion Chief/Fire Marshal position within the fire department has been frozen since 2009 and all essential duties of this function were transferred to the Fire Chief. Current departmental demands, growth in emergency services call volumes and the increased workload within the Fire Prevention Division (FPD) mandates filling of this mission critical position to full time status. Additionally, the recently completed Management Partners Fire Management and Staffing Study Project Report recommended the immediate filling of this position to facilitate the current demands for service of the Fire Department as well as to adequately prepare for large scale developments such as the north of Boronda Future Growth Area (FGA). Lastly, the FPD has experienced significant vacancies as current employees have taken positions with other organizations and at present has only one (1) full time employee assigned.

Police Clerk Series

The Police Clerk series within the Police Department are civilian positions consisting of Police Clerk, Senior Police Clerk, and Supervising Police Clerk. The department and the bargaining unit [Salinas Municipal Employees Association (SMEA)] both requested that the title of the position be changed to a technician to better identify the duties of the position. This change will be a title change only and there will be no change to salary or benefits. The title change from “clerk” to “technician” is

consistent with the same duties of similar positions identified within our comparable labor market cities and cities in the Central Coast. The new title for the series would be Police Services Technician, Senior Police Services Technician and Supervising Police Services Technician.

Community Development Director

In 2011, as a result of City-wide restructuring efforts recommended in part in the November 2010 Avery and Associates Report, the Economic Development and Community Development departments were merged to form the Community and Economic Development Department. The classification of Community and Economic Development Director was created. This position was tasked with organizing, directing and reviewing all activity within the larger restructured department, among other things.

The economic development functions were transitioned to the City Manager's Office in 2014 and now exist under the immediate direction of the City Manager. The City is currently recruiting for a Community Development Director who will be strictly responsible for the building and site development permitting process. The Director will administer permit and inspection services, the City's code enforcement program, current and advanced planning, in addition to the City's inclusionary housing program. The job description is attached as an exhibit.

ISSUE:

Shall the City Council amend the Classification and Salary Schedule to reflect 1) Restoration of the Battalion Chief/Fire Marshal classification at the previously established salary range of 54.4; 2) Reclassify the Police Clerk job titles to Police Services Technician; 3) Reclassify the Community & Economic Development Director to Community Development Director?

FISCAL IMPACT:

There are sufficient funds available in the current year budget to cover the remaining months of the fiscal year for Battalion Chief/Fire Marshal position. No additional appropriation is needed for the current fiscal year. For Fiscal year 15/16, Staff will be proposing Measure G Funding for this new public safety position.

There is no fiscal impact for the reclassification of the Police Services Technician or the Community Development Director.

TIME CONSIDERATIONS:

Staff recommends that Council adopt the attached Resolution restoring the Battalion Chief/Fire Marshal classification from inactive status and approve a modification to the Classification and Salary Schedule in order that the selected Battalion Chief/Fire Marshal hire two (2) vacant Fire Inspector vacancies and manage fire inspection services during this critical time.

A recruitment for the Community Development Director is currently underway. A recruitment for the Police Services Technician will follow upon Council approval.

ALTERNATIVES:

1. Amend the Classification and Salary Schedule to restore the Battalion Chief/Fire Marshall classification from inactive to active status at the salary range of 54.4 and reclassify the positions of Police Clerk and Community and Economic Development Director.
2. Do not approve changes to the Classification and Salary Schedule as described.

CITY COUNCIL GOALS:

This action is consistent with the current goals of:

- Economic Diversity and Prosperity
- Safe Livable Community
- Effective Sustainable Government
- Excellent Infrastructure
- Quality of Life

CONCLUSIONS:

Staff recommends that Council adopt the attached Resolution modifying the Classification and Salary Schedule to reflect the restoration of the Battalion Chief/Fire Marshal and reclassification of Police Clerk and Community and Economic Development Director respectively, to Police Services Technician and Community Development Director.

Distribution:

City Council
City Manager
City Attorney
Department Directors

Back Up Pages:

Resolution
Exhibit A - Classification-Salary Schedule

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

**RESOLUTION AMENDING THE CLASSIFICATION AND SALARY SCHEDULE TO
RESTORING THE BATTALION CHIEF/FIRE MARSHAL CLASSIFICATION AND
RECLASSIFYING POLICE CLERK AND COMMUNITY AND ECONOMIC
DEVELOPMENT DIRECTOR JOB TITLES**

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the Classification and Salary Schedule previously adopted by the City Council by Resolution is hereby amended to modify the classification/salary schedule to

1. Restore the Battalion Chief/Fire Marshal (O31) at the salary range of 54.4;
2. Reclassify the Police Clerk series to Police Services Technician; and
3. Reclassify the Community & Economic Development Director to Community Development Director.

Attached as Exhibit A is the amended Classification and Salary Schedule Plan.

PASSED AND ADOPTED this 28th day of April, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk