



**CITY OF SALINAS**  
**COUNCIL STAFF REPORT**

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DATE: October 24, 2017

DEPARTMENT: ADMINISTRATION/HUMAN RESOURCES DIVISION

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES OFFICER

TITLE: MODIFICATION TO CLASSIFICATION AND SALARY SCHEDULE

**RECOMMENDED MOTION:**

Approve a Resolution approving the reclassification of the incumbent Building Permit Specialist to Permit Center Coordinator and add the new classification to the Classification and Salary Schedule.

**RECOMMENDATION:**

Staff recommends that the City Council approve a Resolution approving the reclassification of the incumbent Building Permit Specialist to Permit Center Coordinator.

**BACKGROUND:**

During the FY 16-17 mid-year budget review, the Community Development Department recommended the reclassification of the incumbent Building Permit Specialist. 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.

Specifically, Section 3.9(D) of the Personnel Manual 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."

Council approved the reclassification, subject to a classification study. The City retained the services of Regional Government Services (RGS), a public agency that provides human resource management services to assist in the classification study. The process involved several steps, including 1) requiring the incumbent to complete a detailed Position Description Questionnaire; 2) conducting job analysis interviews with the incumbent and her 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 comparable class specification.

In the attached Classification Study report issued by RGS, it is recommended that after a thorough review and analysis of the proposed reclassification the position studied warrants reclassification to Permit Center Coordinator.

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:

The salary range for the proposed classification is \$5,654 - \$7,219. The increase in salary will be funded through Permit Center revenue. No new money is required.

ATTACHMENTS:

Resolution  
RGS Report  
Exhibit – A

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

**A RESOLUTION APPROVING A RECLASSIFICATION AND  
MODIFICATION TO THE CLASSIFICATION AND SALARY SCHEDULE**

WHEREAS, the City Council previously authorized a reclassification of the incumbent Building Permit Specialist subject to a classification study; and

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

WHEREAS, the classification study supports a reclassification 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 the incumbent Building Permit Specialist to Permit Center Coordinator and respective modification to the Classification and Salary Schedule (Exhibit A).

PASSED AND ADOPTED this 24<sup>th</sup> day of October 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Patricia Barajas, City Clerk

**EXHIBIT A**

<b>Position</b>	<b>Step 1 Monthly</b>	<b>Step 2 Monthly</b>	<b>Step 3 Monthly</b>	<b>Step 4 Monthly</b>	<b>Step 5 Monthly</b>	<b>Step 6 Monthly</b>
Permit Center Coord	5,654	5,938	6,235	6,546	6,875	7,219