



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: August 13, 2019

DEPARTMENT: HUMAN RESOURCES DEPARTMENT

FROM: Marina Horta-Gallegos, Human Resources Director

TITLE: MODIFICATION TO THE CLASSIFICATION - SALARY SCHEDULE

RECOMMENDED MOTION:

Adopt a Resolution approving a modification to the Classification and Salary Schedule to include seven new classifications and approving the reclassification of identified personnel and classifications.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution approving seven new classifications and modification to the Classification and Salary Schedule and approving the identified reclassifications.

BACKGROUND:

New Classifications

This is a request for the City Council to authorize the addition of seven new classifications to the Classification and Salary Schedule. The seven new classifications include 1) a Community Relations Manager to perform public information functions as recommended in the City's Communication Strategy and in the place of the City's previous communications consultant, Boots Road Group; 2) a City Engineer to fill the vacant Assistant Public Works Director/City Engineer; 3) Community Outreach Assistant, part-time (extra help); 4/5) GIS Analyst I/II as recommended by Public Sector Personnel Consultants (PSPC) following the 2017/2018 classification study; and 6/7) GIS Technician I/II in the place of the current standalone GIS Technician.

Public Works Department

Staff recommends a workforce allocation adjustment for the Public Works Department for FY 19-20 to include a City Engineer in the place of the vacant Assistant Public Works Director/City Engineer. Staff recommends activating the currently frozen Superintendent of Maintenance Services. This position will provide oversight of the operations of the Environmental and Maintenance Services Division of the Public Works Department in the place of the vacant Assistant Public Works Director. Additionally, staff recommends reactivating the frozen Park Maintenance Crew Supervisor.

Library & Community Services Department (LCSD)

Staff recommends a workforce allocation adjustment that includes activating the Recreation and Parks Superintendent classification in the place of the vacant Superintendent of Recreation and Community Services.

Reclassifications

The City conducted a classification study in 2017/2018 through PSPC which resulted in a review of approximately 200 classifications. All personnel were asked to participate in the study. However, only 183 employees responded to the request for submission of Position Description Questionnaires. The process involved several steps, including 1) completion of a detailed Position Description Questionnaire; 2) review of job descriptions, in addition to a review of the City's Classification and Salary Schedule; and 3) examination of the qualifications, namely the education and experience for each classification.

Following the study, several recommendations were made by PSPC. Currently however, one incumbent Junior Engineer in the GIS Division of Public Works is recommended for reclassification to GIS Analyst II and the incumbents in the GIS Technician classification are recommended for reclassification to GIS Technician II.

Staff recommends reclassification of the Street Maintenance Manager to Superintendent of Maintenance Services. The incumbent Street Maintenance Manager has been working as the interim Superintendent for the past eighteen months. This position will provide oversight of the Environmental Services Division in the place of the vacant Assistant Public Works Director.

The classification of Computer Operator is recommended to be retitled to Information Technologies Technician II.

The PSPC study recommends the reclassification of one incumbent Senior Police Services Technician. Staff recommends reclassification to the Human Resources Technician classification since a majority of the incumbent's duties are in line with those of the Human Resources Technician. With Human Resources staff already administering payroll for City Administration and the Fire Department, this will provide greater centralization of City-wide payroll efforts, to

add Police payroll to this significant and successful effort. This recommendation is also supported by the Police and Finance Departments. The position would be placed in the Confidential Non-Management unit.

Staff also recommends reclassification of the incumbent Human Resources Analyst II to the Senior Human Resources Analyst classification as a reorganization and reflection of the tasks performed by the two Human Resources Analyst II positions that include executive level recruiting (saving the City approximately \$75,000 during the past two years), Affordable Care Act reporting, Department of Transportation program compliance and administration, Family Medical Leave Act administration, Live Scan administration, among others. The Senior Human Resources Analyst is a senior management position which will provide administrative support and direct supervision of major programs in the Human Resources Department. The proposed allocation provides for greater oversight of the work noted above.

The Personnel Manual at 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."

Further organizational changes will be forthcoming within the Fire and LCS Departments, following the current ongoing Director and unit review of those Department structures. The new and reactivated classifications necessitate that the City Council modify the Classification and Salary Schedule.

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, Sustainable Government and Safe, Livable Community Council Strategic Plans or Goals.

DEPARTMENTAL COORDINATION:

The Human Resources Department coordinated with Administration, Finance, Public Works, Library and Community Services Department and Community Development in the development of the job descriptions for the new classifications and staff allocations.

FISCAL AND SUSTAINABILITY IMPACT:

There is no significant budget impact with the recommendations made herein during the current FY 19-20, and Department budgets will not require new money. Departments will work with Human Resources to determine appropriate placement on the updated Classification and Salary Schedule. The temporary Community Outreach Assistant will be funded from Community Development Department temporary funds.

ATTACHMENTS:

Resolution
Exhibit A

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

RESOLUTION MODIFYING THE CLASSIFICATION AND SALARY SCHEDULE

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 modified to include seven new classifications and reactivation of the Senior Human Resources Analyst and Recreation-Parks Superintendent, as well as approve identified reclassifications.

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

PASSED AND ADOPTED this 13th day of August 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Gunter, Mayor

ATTEST:

Patricia Barajas, City Clerk

EXHIBIT A

AMPS

Benefit Group	Position	Step 1 Monthly	Step 2 Monthly	Step 3 Monthly	Step 4 Monthly	Step 5 Monthly	Step 6 Monthly
15	City Engineer Recreation - Parks	9,917	10,414	10,935	11,482	12,056	12,658
15	Superintendent	8,001	8,401	8,821	9,262	9,726	10,202

CONFIDENTIAL MANAGEMENT/CONFIDENTIAL MANAGEMENT 2

Benefit Group	Position	Step 1 Monthly	Step 2 Monthly	Step 3 Monthly	Step 4 Monthly	Step 5 Monthly	Step 6 Monthly
16	Community Relations Manager	6,647	6,979	7,328	7,694	8,079	8,482
16	Senior Human Resources Analyst	7,287	7,651	8,034	8,435	8,858	9,300

SMEA

Position	Step 1 Monthly	Step 2 Monthly	Step 3 Monthly	Step 4 Monthly	Step 5 Monthly	Step 6 Monthly
26 GIS Analyst I	5,132	5,388	5,658	5,940	6,238	6,551
26 GIS Analyst II	5,646	5,927	6,223	6,534	6,862	7,206
26 GIS Technician I	3,857	4,049	4,254	4,464	4,687	4,921
26 GIS Technician II	4,285	4,499	4,727	4,960	5,208	5,468
26 Information Technologies Tech II	4,888	5,132	5,388	5,658	5,940	6,238

TEMPORARY

Benefit Group	Position	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly
29	Community Outreach Assistant	21.1269	22.1828	23.2904	24.4558	25.6789