



AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN TO MODIFY SALARY AND JOB TITLES OF MULTIPLE WATER DEPARTMENT CLASSIFICATIONS

City Council Meeting
November 27, 2018

Bennett Horenstein, Water Director
Jeremia Mills, Acting Human Resources Director

BACKGROUND

- In September 2015, the City contracted with Koff & Associates (K&A) to conduct a classification and compensation study for select classifications in the Water Department. Those findings were delivered in draft form in March 2017 but were not acted on due to the use of nonstandard comparable agencies in the market survey and a change in Water Department objectives.
- In January 2018, the City contracted with K&A to update the study using standard comparable agencies and those findings were delivered in April 2018.

PROPOSAL

- K&A's study of comparable public agencies and the City of Santa Rosa' internal salary/classification structure found the Utilities System Operator II classification to be approximately 5% below market.
- The Water and Human Resources Departments recommend a 5% market adjustment extended to the series to maintain internal salary alignment. The total compensation market results also show the Laboratory Supervisor to be approximately 10% below market.

PROPOSAL

- An analysis of the span of control in the Mechanical Services Section resulted in a recommendation to add direct supervision to the three lead workers in that Section.
 - Non-management, working level supervisory classifications with primary responsibility for supervising assigned functional areas of assignment are necessary to maintain organizational consistency with existing City classifications and ensure a clear distinction in responsibilities.

RECOMMENDATION

It is recommended by the Water and Human Resources Departments that the Council, by resolution, amend the City's Classification and Salary Plan as follows:

- Create the classifications of Supervising Instrumentation Technician, Supervising Electrical Technician, and Supervising Mechanical Technologist
- Reclassify the classifications of Senior Instrumentation Technician to Supervising Instrumentation Technician, Senior Electrical Technician to Supervising Electrical Technician, and Senior Mechanical Technologist to Supervising Mechanical Technologist and increase the top hourly salary steps to \$45.90 - \$47.88 - \$50.21

RECOMMENDATION

It is recommended by the Water and Human Resources Departments that the Council, by resolution, amend the City's Classification and Salary Plan as follows:

- Increase the step salary range of Utilities Systems Operator I, Utilities System Operator II, Senior Utilities Systems Operator by 5%
- Increase the salary range of Utility System Supervisor and Utility System Superintendent by 5%
- Increase the salary range of Laboratory Supervisor by 10%

QUESTIONS?