

RESOLUTION NO. RES-2017-097

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING THE CITY CLASSIFICATION AND SALARY PLAN AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT THESE CHANGES INCLUDED IN THE FISCAL YEAR 2017-2018 BUDGET

WHEREAS, the Personnel Officer, on behalf of the City Manager, insures the orderly and consistent administration of the City Council's adopted classification and salary plan; and

WHEREAS, the Personnel Officer recommends that various classifications be abolished, created or modified, and that some existing salary ranges be adjusted; and

WHEREAS, meet and confer requirements of the Meyers-Milias-Brown Act regarding salary and unit assignment matters have occurred with affected employee groups.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa amends the City classification and salary plan for permanent budgeted positions as follows:

- 1) Create the new classification of Communications and Intergovernmental Affairs Officer with an annual salary range of \$105,064 - \$131,362, in Unit 11 Mid-Management Confidential and add 1.0 FTE to the City Manager's Office. The City Manager's Office will not fill this position until such time as the Council approves the final job description and salary range.
- 2) Add 1.0 FTE Administrative Analyst (Confidential), in Unit 11 Mid-Management Confidential to the City Manager's Office.
- 3) Reclassify 1.0 FTE vacant Executive Management Assistant position to Administrative Support Supervisor – Confidential, in Unit 11 Mid-Management Confidential in the City Manager's Office.
- 4) Authorize the new classification of Chief Assistant City Attorney as an "at will" position with a salary range of \$147,111 - \$183,819, in Unit 11 Mid-Management Confidential and add 1.0 FTE to the City Attorney's Office. Implementation of this item shall be contingent upon completion of any legally required negotiations between the City and Teamsters Local 856 with respect to creation of the position and/or the impact thereof on Bargaining Unit No. 17.
- 5) Create the new classification of Payroll Supervisor with an annual salary range of \$70,922 - \$93,748, in Unit 11, Mid-Management Confidential and reclassify 1.0 FTE vacant Accounting Technician – Confidential in the Finance Department to the new classification.
- 6) Add 1.0 FTE Payroll Specialist position to the Finance Department.
- 7) Add 1.0 FTE Senior Administrative Assistant position to the Finance Department.
- 8) Add 1.0 FTE Customer Service Representative – Limited Term position to the Finance Department.
- 9) Eliminate 1.50 FTE vacant Parking Operation Aide positions in the Finance Department.

- 10) Reclassify 1.0 FTE vacant Civil Engineering Technician position to Department Application Specialist, Unit 7 Technical in the Transportation and Public Works Department.
- 11) Reclassify 1.0 FTE vacant Civil Engineering Technician position to Geographic Information Systems Analyst in the Transportation and Public Works Department.
- 12) Eliminate 1.0 FTE vacant Administrative Services Officer position in the Transportation and Public Works Department.
- 13) Eliminate 1.0 FTE vacant Senior Administrative Assistant position in the Transportation and Public Works Department.
- 14) Reclassify 1.0 FTE Research and Program Coordinator position to Administrative Analyst, Unit 18 Miscellaneous Management, in the Transportation and Public Works Department.
- 15) Eliminate 1.0 FTE vacant Maintenance Worker position in the Transportation and Public Works Department.
- 16) Create the new classification of Deputy Director Development Services with an annual salary range of \$107,572 - \$139,142, in Unit 18 Miscellaneous Mid-Management and reclassify 1.0 FTE Deputy Director Engineering Services to the new classification in the Planning and Economic Development Department.
- 17) Add 1.0 FTE Program Specialist II position to the Planning and Economic Development Department.
- 18) Increase the annual salary range for the Information Technology Section Manager classification to \$107,250 - \$133,200.
- 19) Increase the annual salary range for the Emergency Preparedness Coordinator to \$82,366 - \$106,863.
- 20) Add 1.0 FTE Fire Inspector position to the Fire Department.
- 21) Add 1.0 FTE Associate Right-of-Way Agent position to the Santa Rosa Water Department.
- 22) Add 1.0 FTE Senior Administrative Assistant position to the Santa Rosa Water Department.
- 23) Add 1.0 FTE Electrical Technician position to the Santa Rosa Water Department.
- 24) Add 1.0 FTE Community Outreach Specialist position to the Santa Rosa Water Department.
- 25) Convert 1.0 FTE Limited Term Housing & Community Services Technician position to a Regular position.
- 26) Reclassify 1.0 FTE filled Program Specialist II position to Housing and Community Services Manager in the Homeless Services Division of the Housing and Community Services Department.
- 27) Add 1.0 FTE Administrative Secretary position to the Housing & Community Services Department.
- 28) Add 2.0 FTE Communication Dispatcher positions in the Police Department.
- 29) Add 5.0 FTE Police Officer positions in the Police Department.
- 30) Add 1.0 FTE Police Sergeant position in the Police Department.

- 31) Increase the annual salary range for the Risk Manager classification to \$105,064 – \$131,362.
- 32) Increase the annual salary range of the Employment Services Manager classification to \$103,003 – \$128,785.
- 33) Increase the annual salary range for the Organizational Development and Training Manager classification to \$87,574 - \$111,879.
- 34) Reduce the annual salary range for the Employee Relations Manager classification to \$103,003 - \$128,785 and designate as an “at will” position.

BE IT FURTHER RESOLVED that the Council authorizes the City Manager to implement these changes consistent with the orderly and continual administration of the City’s classification and salary plan.

IN COUNCIL DULY PASSED this 13th day of June, 2017.

AYES: (7) Mayor Coursey, Vice Mayor Tibbetts, Council Members Combs, Olivares, Rogers, Sawyer, Schwedhelm

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

ATTEST: _____ APPROVED: _____
City Clerk Mayor

APPROVED AS TO FORM:

City Attorney