

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: BENNETT HORENSTEIN, DIRECTOR OF WATER, WATER
DEPARTMENT
JEREMIA MILLS, INTERIM HUMAN RESOURCES DIRECTOR /
EMPLOYMENT RELATIONS MANAGER, HUMAN RESOURCES
DEPARTMENT
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY
PLAN TO MODIFY SALARY AND JOB TITLES OF MULTIPLE
WATER DEPARTMENT CLASSIFICATIONS

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Water and Human Resources Departments that the Council, by resolution, amend the City's Classification and Salary Plan to do the following: create the classifications Supervising Instrumentation Technician, Supervising Electrical Technician, and Supervising Mechanical Technologist; reclassify the classifications of Senior Instrumentation Technician to Supervising Instrumentation Technician and Senior Electrical Technician to Supervising Electrical Technician and increase salary 5%; reclassify the Senior Mechanical Technologist classification to Supervising Mechanical Technologist and increase salary 5.9%; increase the step salary ranges of Utilities Systems Operator I, Utilities System Operator II, Senior Utilities Systems Operator by 5%; increase the salary range of Utility System Supervisor, Utility System Superintendent by 5%; increase the salary range of Laboratory Supervisor by 10%.

EXECUTIVE SUMMARY

Amendments to the City's Classification and Salary Plan require City Council approval. The Water and Human Resources Departments recommend the following amendment to the City classification allocation and salary schedule for council approval:

1. Increase by 5% the step salary range of Utilities Systems Operator I to \$25.00 - \$26.29 - \$27.59 - \$28.98 - \$30.43, Utilities Systems Operator II to \$28.43 - \$29.86 - \$31.35 - \$32.94 - \$34.58, and Senior Utilities Systems Operator to \$31.98 - \$33.42 - \$34.80 - \$36.41 - \$38.02.

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2. Increase by 5% the salary range of Utility System Supervisor to \$84,732 - \$100,920 and Utility System Superintendent to \$98,055 - \$127,278.
3. Increase by 10% the salary range of Laboratory Supervisor to \$98,973 - \$118,782.
4. Create the classifications Supervising Instrumentation Technician, Supervising Electrical Technician – Utilities, and Supervising Mechanical Technologist with a step salary range of \$45.90 - \$47.88 - \$50.21.
5. Reclassify the classifications of Senior Instrumentation Technician and Senior Electrical Technician – Utilities to Supervising Instrumentation Technician and Supervising Electrical Technician and increase the salary steps by 5% to \$45.90 - \$47.88 - \$50.21. There are two incumbents who will be assigned to the new classifications.
6. Reclassify the Senior Mechanical Technologist classification to Supervising Mechanical Technologist and increase the salary steps by 5.9% to \$45.90 - \$47.88 - \$50.21. There is one incumbent who will be assigned to the new classification.

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 comparables 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 comparables and those findings were delivered in April 2018. K&A found the Utilities System Operator II classification to be approximately 5% below market, the Laboratory Supervisor to be approximately 10% below market, and recommended changes to classifications in the Mechanical Services Section.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

Data was collected by K&A through websites, conversations with human resources, accounting, and/or finance personnel at each of the thirteen comparator agencies, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents. K&A researched and collected data from the comparator agencies to identify possible matches for each of the benchmark classifications, which requires that a classification's "likeness" be at approximately 70% of the matched classification to be included.

K&A found the Utilities System Operator II classification to be approximately 5% below market. The Utilities System Operator classification is part of a larger series which

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includes Utilities System Operator I, Senior Utilities Systems Operator, Utility System Supervisor, and Utility System Superintendent. It is recommended that the approximately 5% market adjustment extend to those classifications to maintain internal salary alignment. The total compensation market results also show the Laboratory Supervisor to be approximately 10% below market.

K&A also looked at the reporting relationships and span of control in the Mechanical Services Section. Currently, the Utilities Mechanical Superintendent has 24 direct reports including three lead workers. K&A assessed the feasibility of adding direct supervision to the three lead workers in the Mechanical Services Section and found that there were similar classifications in Transportation and Public Works (TPW) with the title of "Supervising" (as opposed to "Supervisor") and are characterized as non-management, working level supervisory classifications with primary responsibility for supervising assigned functional area of assignment. To maintain organizational consistency with existing City classifications and ensure a clear distinction in responsibilities with the Superintendent, K&A revised the classification specifications for the Senior Electrical Technician, Senior Instrumentation Technician, and Senior Mechanical Technician to incorporate supervisory responsibilities and qualifications and changed the titles of these three classifications to: Supervising Electrical Technician – Utilities; Supervising Instrumentation Technician; and Supervising Mechanical Technician. The salary of these positions as been aligned with the like classifications in TPW.

FISCAL IMPACT

There will be no fiscal impact and no additional funds requested in FY 2018-19 due to staff vacancies. The ongoing annual fiscal impact is estimated to be \$343,656. To offset the fiscal impact, the Water Department will be eliminating three positions at the end of FY 2018-19 at a cost savings of approximately \$350,000. There is no impact to the General Fund.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

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ATTACHMENTS

- Resolution

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