

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: GLORIA HURTADO, ACTING HUMAN RESOURCES
DIRECTOR/DEPUTY CITY MANAGER,
HUMAN RESOURCES DEPARTMENT

SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY
PLAN CREATING CLASSIFICATION TITLE OF PRINCIPAL
HUMAN RESOURCES ANALYST AND RECLASSIFICATION OF
TWO VACANT HUMAN RESOURCES ANALYST POSITIONS TO
PRINCIPAL HUMAN RESOURCES ANALYST

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, amend the City's Classification and Salary Plan to create a new classification of Principal Human Resources Analyst and reclassifying two vacant Human Resources Analyst positions to the Principal Analyst level.

EXECUTIVE SUMMARY

Amendments to the City's classification and salary plan require City Council approval. Staff recommends the following amendment to the City classification allocation and salary schedule for council approval:

1. Creation of a new Principal Human Resources Analyst classification at a salary range of \$92,907 to \$118,692.
2. Reclassification of two currently vacant Human Resources Analyst positions to the Principal Analyst classification level.

BACKGROUND

In late 2017, the Human Resources Director received approval to commission a comprehensive assessment of the Human Resources Department by an outside consulting firm, Municipal Resources Group (MRG). MRG's assessment on the Human

Resources Department focused on:

- Strengths and weaknesses of current services;
- Satisfaction levels of Department Heads and employees with the services of Human Resources;
- Organizational structure and other recommendations to improve the administration and delivery of diverse services.

MRG's key recommendations:

1. Increase the ability of the Human Resources Director to focus on strategic initiatives (labor relations and organizational development);
2. Improve the administration of benefit services to employees; and,
3. Enhance the satisfaction of the City department leaders with the services Human Resources offers.

To assist in the efficient and effective implementation of all three key recommendations, MRG recommended that two currently vacant Human Resources Analysts positions be reclassified to a higher-level classification of Principal Human Resources Analyst. This higher-level classification will allow the City to recruit a higher level of expertise in the areas of Benefits Administration, Employee Labor Relations, Recruitment and Selection and Classification/Compensation. Additionally, the two Principal Human Resources Analyst positions would supervise professional, technical and support staff, allowing the Human Resources Director to focus his/her attention on overall organizational strategic initiatives.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

A study of comparable public agencies and our internal salary/classification structure indicates that the Principal Human Resources Analyst position pay rate should be approximately 12.0% higher than the Human Resources Analyst classification. There are no incumbents in the recommended new classification of Human Resources Principal Analyst; persons hired will be assigned to the Confidential Middle Management unit (Unit 11) and these vacant positions will be filled through the city's normal competitive hiring process.

FISCAL IMPACT

There will be no fiscal impact in FY 2018-2019 due to staff vacancies. No additional funds for FY 2018-2019 are required.

AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN
PAGE 3 OF 3

The impact in the next fiscal year, FY 2019-2010, is estimated to be no greater than \$25,000. It is anticipated that alternative measures will be taken in future fiscal years to negate any budget impact.

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.

ATTACHMENTS

- Resolution

CONTACT

Gloria Hurtado, Acting Human Resources Director/Deputy City Manager,
Ghurtado@srcity.org (707) 543-3021