

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JEREMIA MILLS, INTERIM HUMAN RESOURCES DIRECTOR,
HUMAN RESOURCES DEPARTMENT
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY
PLAN

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 reinstate the classification of Associate Traffic Engineer, reclassify one existing Associate Civil Engineer position to Associate Traffic Engineer, reclassify one vacant Sustainability Technician position to Sustainability Representative, and convert one Limited Term Administrative Technician position to a regular position.

EXECUTIVE SUMMARY

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

- Reinstatement of the classification of Associate Traffic Engineer.
- Reclassification of one existing Associate Civil Engineer position to Associate Traffic Engineer.
- Reclassification of one vacant Sustainability Technician position to Sustainability Representative.
- Conversion of one Limited Term Administrative Technician position to a regular position.

BACKGROUND

Human Resources has studied a number of positions on behalf of departments as a part of reclassification requests, new classification studies, and salary studies. The summary of current changes is grouped below by City department.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

Transportation and Public Works

**Reinstate the classification of Associate Traffic Engineer.
Reclassify 1.0 FTE Associate Civil Engineer to Associate Traffic Engineer.**

The Transportation and Public Works Department has requested the reinstatement of the classification of Associate Traffic Engineer, and the reclassification of 1.0 FTE Associate Civil Engineer to Associate Traffic Engineer. The position of Associate Traffic Engineer was initially created in 1987 as a division supervisor for the Traffic Engineering division in Transportation and Public Works. Following a reorganization in 1995, the Associate Civil Engineer classification was revised to include the duties of the Traffic Engineer division and the Associate Traffic Engineer classification was retired.

Although the functions and essential duties of both classifications are similar in scope, the tasks performed in the Traffic Engineering division are specialized and require additional skills and knowledge. Further, the broader minimum qualifications of the Associate Traffic Engineer classification, which can be filled by an incumbent holding certification of registration as either a professional engineer or a professional traffic engineer with the State of California, provide the department with much needed flexibility in recruiting, hiring and promoting within this historically difficult to fill classification.

After a review of internal positions and salaries within the Transportation and Public Works Department, it is recommended to reinstate the classification of Associate Traffic Engineer and reclassify 1.0 FTE Associate Civil Engineer Worker with an annual salary range of \$98,355 - \$119,549 in Unit 7 Technical, to Associate Traffic Engineer with an annual salary range of \$98,355 - \$119,549, also in Unit 7 Technical.

Water Department

Reclassify 1.0 Vacant FTE Sustainability Technician to 1.0 FTE Sustainability Representative.

The Water Department has requested the deletion of 1.0 FTE Sustainability Technician and the addition of 1.0 FTE Sustainability Representative in response to new state regulations requiring that water retailers meet stringent new water use efficiency targets, and new guidelines for both landscape and commercial water use. These new

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guidelines require a greater amount of policy analysis and program leadership, and additional guidance for the remaining Sustainability Technicians. The new Sustainability Representative will be a lead on programs the majority of the time, while continuing to perform the existing Technician tasks.

After a review of internal positions and salaries within the Water Department, it is recommended to reclassify 1.0 FTE vacant Sustainability Technician with an annual salary range of \$60,122 - \$73,061 in Unit 7 Technical to 1.0 FTE Sustainability Representative with an annual salary range of \$76,313 - \$92,672, also in Unit 7 Technical.

Water/Finance Departments

Convert 1.0 FTE Limited Term Administrative Technician to a regular position.

The Finance and Water Departments have requested to convert 1.0 FTE Limited Term Administrative Technician to a regular position. This position was created as Limited Term to staff the Meter Upgrade Project and the low income assistance pilot program, H2O (Help to Others). The State recently passed legislation to implement permanent low-income assistance programs throughout the State, and the City will require staff to continue administration.

After a review of internal positions and salaries within the Finance and Water Departments, it is recommended to convert 1.0 FTE Limited Term Administrative Technician to a regular position with the same salary range of \$61,122- \$74,353 in Unit 7 Technical.

FISCAL IMPACT

There will be no fiscal impact in FY 2018-19 budget due to permanent deletion of staff vacancies and alternative funding. No additional funds for FY 2018-19 are required.

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.

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NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

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