

RESOLUTION NO. RES-2021-108

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING THE CITY SALARY PLAN AND SCHEDULE AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT THESE CHANGES INCLUDED IN THE FISCAL YEAR 2021-2022 BUDGET

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

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

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa amends the City salary plan and schedule and authorizes the changes to permanent budgeted positions as follows:

- 1) Reclassify 1.0 Senior Administrative Assistant, Unit 4 Support Services to Administrative Secretary, Unit 4 Support Services in the City Attorney's Office
- 2) Convert 1.0 FTE Risk Management Analyst Limited Term, Unit 12 Confidential to Risk Management Analyst, Unit 12 Confidential in the Human Resources Department
- 3) Reclassify 1.0 Employee Relations Manager, Unit 11 Confidential Mid-Management to a new classification of Deputy Human Resources Director, Unit 11 Confidential Mid-Management in the Human Resources Department
- 4) Add .25 FTE Senior Customer Service Representative, Unit 4 Support Services in the Finance Department
- 5) Delete 1.0 FTE Field Collection Representative, Unit 7 Technical in the Finance Department
- 6) Delete 1.0 FTE Meter Technician Limited Term, Unit 7 Technical in the Finance Department
- 7) Delete .50 FTE Parking Operations Coordinator, Unit 7 Technical in the Finance Department
- 8) Delete 1.0 FTE Senior Administrative Assistant, Unit 4 Support Services in the Finance Department
- 9) Delete 1.0 FTE Accountant-Auditor, Unit 6 Professional in the Finance Department
- 10) Add 1.0 FTE Financial Analyst, Unit 18 Mid-Management in the Finance Department
- 11) Delete 1.0 FTE Department Application Specialist, Unit 7 Technical in the Fire Department
- 12) Delete 5.0 FTE Firefighter, Unit 2 Fire in the Fire Department
- 13) Convert 1.0 FTE Community Outreach Specialist Limited Term, Unit 7 Technical to Community Outreach Specialist, Unit 7 Technical in the Fire Department
- 14) Add 1.0 FTE Fire Inspector Limited Term, Unit 2 Fire, ending June 30, 2023, in the Fire Department
- 15) Add 1.0 FTE Building Plans Examiner Limited Term, Unit 6 Professional, ending June 30, 2023, in the Fire Department

- 16) Delete 1.0 FTE Administrative Technician, Unit 7 Technical in the Planning and Economic Development Department
- 17) Delete 1.0 FTE Permit Intake Manager, Unit 18 Mid-Management in the Planning and Economic Development Department
- 18) Add 1.0 FTE Program Specialist II, Unit 6 Professional in the Planning and Economic Development Department
- 19) Move the classification of Arts and Culture Coordinator, Unit 6 Professional to Unit 18 Mid-Management and modify the salary range to \$90,196 – \$115,157
- 20) Create the new classification of Assistant Chief Building Official, Unit 18 Mid-Management with an annual salary range of \$103,131 - \$132,077 and add 1.0 FTE in the Planning and Economic Development Department
- 21) Delete 1.0 FTE Housing and Community Services Manager, Unit 18 Mid-Management in the Housing and Community Services Department
- 22) Delete 1.0 FTE Senior Administrative Assistant, Unit 4 Support Services in the Planning and Economic Development Department
- 23) Add 1.0 FTE Administrative Secretary, Unit 4 Support Services in the Planning and Economic Development Department
- 24) Extend limited term assignment of 1.0 FTE Development Review Coordinator through June 30, 2022 in in the Planning and Economic Development Department (overfill of 1.0 FTE Quality Control Associate in the Transportation and Public Works Department)
- 25) Extend 1.0 FTE Community Outreach Specialist Limited Term, Unit 7 Technical in the Recreation and Parks Department/Community Engagement until June 30, 2022
- 26) Delete 1.0 FTE Administrative Support Supervisor, Unit 18 Mid-Management in the Transportation and Public Works Department
- 27) Add 1.0 FTE Senior Administrative Assistant, Unit 4 Support Services in the Transportation and Public Works Department
- 28) Delete 4.0 FTE Skilled Maintenance Worker, Unit 3, Maintenance in the Transportation and Public Works Department
- 29) Delete 1.0 FTE Electrician, Unit 7 Technical in the Transportation and Public Works Department
- 30) Add 1.0 FTE Safety and Training Coordinator, Unit 18 Mid-Management in the Transportation and Public Works Department
- 31) Add 4.0 FTE Associate Civil Engineer, Unit 6 Professional in the Transportation and Public Works Department
- 32) Reclassify 1.0 FTE Administrative Analyst, Unit 18 Mid-Management to Zero Waste Coordinator, Unit 18 Mid-Management in the Transportation and Public Works Department
- 33) Reclassify 1.0 FTE Geysers Operations and Maintenance Coordinator, Unit 18 Mid-Management Utilities Mechanical Superintendent in the Water Department

- 34) Reclassify 1.0 FTE Water Systems Technician, Unit 7 Technical to Supervising Mechanical Technologist, Unit 7 Technical in the Water Department
- 35) Delete 2.0 FTE Water Systems Technician, Unit 7 Technical in the Water Department
- 36) Add 1.0 FTE Supervising Mechanical Technologist, Unit 7 Technical in the Water Department
- 37) Add 1.0 FTE Senior Mechanical Technologist, Unit 7 Technical in the Water Department
- 38) Delete 1.0 FTE Senior Maintenance Worker- Utilities, Unit 3 Maintenance in the Water Department
- 39) Add 1.0 FTE Senior Electrical Technician- Utilities, Unit 7 Technical in the Water Department
- 40) Add 1.0 Associate Real Property Agent, Unit 7 Technical in the Water Department
- 41) Add 1.0 FTE Technology Application Specialist, Unit 7 Technical in the Information Technology Department
- 42) Create the new regular classification of Media Services Technician in Unit 7 Technical with an annual salary range of \$58,006 - \$70,516
- 43) Delete 1.0 FTE Senior Administrative Assistant, Unit 4 Support Services in the Police Department
- 44) Add 1.0 FTE Administrative Technician, Unit 7 Technical in the Police Department
- 45) Delete 3.0 FTE Police Officer, Unit 5 Police in the Police Department
- 46) Delete 1.0 FTE Police IT Supervisor, Unit 18 Mid-Management in the Police Department
- 47) Add 1.0 FTE Parks Planner, Unit 18 Mid-Management in the Transportation and Public Works Department

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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 salary plan and schedule.

IN COUNCIL DULY PASSED this 22nd day of June, 2021.

AYES: (6) Mayor C. Rogers, Vice Mayor N. Rogers, Council Members Alvarez, Fleming, Sawyer, Schwedhelm

NOES: (0)

ABSENT: (1) Council Member Tibbetts

ABSTAIN: (0)

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
City Clerk Mayor

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney