



DATE: May 18, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2023

RECOMMENDATION

That the Personnel Commission holds a Public Hearing to review and recommend to Council adoption of the revised Salary Plan for each position in the City's classified service for Fiscal Year 2023 (FY 2023), effective June 5, 2023.

SUMMARY

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect a salary adjustment to one (1) classification in the City's classified service. The Salary Plan and Classification Plan have also been revised to reflect the addition of three (3) classifications.

BACKGROUND/DISCUSSION

New Classification:

DEPUTY DIRECTOR OF MAINTENANCE SERVICES (U540): With the increasing complexity and high degree of responsibility associated with coordinating and administering evolving maintenance services for the City, the Maintenance Services Department has developed a need to create the new classification: Deputy Director of Maintenance Services. The Deputy Director of Maintenance Services will assist the Director with operational oversight, allowing the Director to focus on the overall service strategy. The salary for the Deputy Director of Maintenance Services has been internally set to be equivalent to the Deputy Director of Public Works (U510). The salary range for the Deputy Director of Maintenance Services is \$78.13 per hour at Step A and \$94.98 per hour at Step E.

DEPUTY DIRECTOR OF LIBRARY SERVICES (U535): The Library Services Department has requested to add the Deputy Director of Library Services classification in the FY 2024 budget request process. This is a new, single-position management classification reporting to the Director of Library Services and will provide additional day-to-day oversight of operations. The Deputy Director of Library Services will assist the Director with operational oversight, allowing the Director to focus on the overall service strategy. In addition, the Deputy Director

of Library Services provides an enhanced career ladder within the organization for library professionals. The salary for the Deputy Director of Library Services has been internally set to be equivalent to the Deputy Director of Information Technology (U530). The salary range for the Deputy Director of Library Services is \$74.08 per hour at Step A and \$90.03 per hour at Step E.

SENIOR FIRE PROTECTION ENGINEER (T515): At the request of the Fire Department, a job audit of Fire Protection Engineer (T510) was completed in February 2023. Based on the findings, it was determined that the current incumbent's advanced level expertise is performing duties at the professional journey level to include duties that go beyond what is listed in the existing job description. As a result, the new Senior Fire Protection Engineer classification has been created to accurately reflect advanced-level duties. The salary for the Senior Fire Protection Engineer has been internally set to be equivalent to Senior Civil Engineer (H240). The salary range for Senior Fire Protection Engineer is \$66.40 per hour at Step A and \$80.70 per hour at Step E.

Salary Adjustments:

PLANNING MANAGER (H320): Pursuant to Section 7.16 of the HAME MOU (Supervisory Differential) the Planning Manager shall maintain a minimum pay differential of ten percent (10%) between this classification and Senior Civil Engineer (H240). As a result of a salary adjustment Senior Civil Engineer received in November 2021, Planning Manager shall receive a 1.58% salary adjustment effective November 22, 2021. The salary range for Planning Manager is \$73.03 per hour at Step A and \$88.77 per hour at Step E.

FISCAL IMPACT

DEPUTY DIRECTOR OF MAINTENANCE SERVICES: The Maintenance Services Department has requested to add the Deputy Director of Maintenance Services in the FY 2024 budget request process. The additional fiscal impact for Deputy Director of Maintenance Services is an increase of approximately \$265, 230 to the General Fund. If approved, budget adjustments will be included in the FY 2024 budget process.

DEPUTY DIRECTOR OF LIBRARY SERVICES: The Library Services Department has requested to add the Deputy Director of Library Services in the FY 2024 budget request process. The additional fiscal impact for Deputy Director of Library Services is an increase of approximately \$265, 350 to the General Fund. If approved, budget adjustments will be included in the FY 2024 budget process.

SENIOR FIRE PROTECTION ENGINEER: The additional fiscal impact for Senior Fire Protection Engineer is an increase of \$21,104 to the General Fund. Budget adjustments will be included in the FY 2024 budget process.

PLANNING MANAGER: The additional fiscal impact for Planning Manager is an increase of \$9,387 to the General Fund. Budget adjustments will be included in the FY 2024 budget process.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Roadmap initiatives.

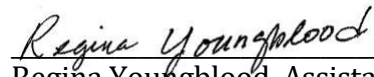
NEXT STEPS

This salary plan will be scheduled for the June 6, 2023, City Council meeting, and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

Prepared by: Valeria Cazares, Human Resources Technician

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager