



**DATE:** November 16, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised City Classification and Salary Plan for Fiscal Year 2018 – Updated November 16, 2017 – Effective November 28, 2017

### **RECOMMENDATION**

That the Personnel Commission, after a public hearing, reviews and adopts a revised classification plan for each position in the City's classified service for Fiscal Year 2018 effective November 28, 2017.

That the Personnel Commission, after a public hearing, recommends to the City Council adoption of a revised salary plan for each position in the City's classified service for Fiscal Year 2018 effective November 28, 2017.

### **BACKGROUND/DISCUSSION**

As required by the Municipal Code, the Classification Plan (Attachment III) has been updated to reflect all the classifications in the City's classified service, including the reactivation of Senior Equipment Mechanic, the addition of the Information Technology Intern, and the retitling of Hazardous Materials Investigator. The FY 2018 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classifications, a correction of an administrative error to Firefighter Trainee, and a salary increase to Deputy City Clerk. The following changes were made:

1. Senior Equipment Mechanic – This position was reactivated to fulfill an operational need for a position to direct one or more staff in the performance of a variety of complex mechanical diagnosis and repairs. This salary range is set internally at 15% above Equipment Mechanic II, which is \$37.77 per hour at Step A and \$45.87 per hour at Step E.
2. Information Technology Intern – This position was created to clearly define the specialized technical scope of duties for an Administrative Intern within the Information Technology Department. This salary range is set to mirror that of the city-wide Administrative Intern, which is \$15.00 per hour at Step D and \$20.00 per hour at Step E.

3. Hazardous Materials Investigator – The title of this job specification has been changed to Hazardous Materials Inspector since the incumbent does not conduct investigations. The primary responsibility is to conduct inspections of hazardous materials facilities.
4. Firefighter Trainee – The salary plan has been revised to correct an administrative error that occurred when the FY 2018 cost-of-living increases were applied citywide. The error did not have any impact on employees, as they were paid correctly. The Salary Plan has been updated to reflect the correct salary range of \$37.71 per hour at Step A and \$39.58 per hour at Step B.
5. Deputy City Clerk – This position was updated to include the new supervisory responsibilities within the Office of the City Clerk. The salary range was adjusted internally at ten percent (10%) above Management Analyst I, which is \$45.34 per hour at Step A and \$55.11 per hour at Step E.

### **FISCAL IMPACT**

Senior Equipment Mechanic – The additional annual cost of salary and benefits for the Senior Equipment Mechanic is estimated at \$15,000.

Information Technology Intern – The annual salary cost for the IT Intern is approximately \$25,000 per fiscal year.

Firefighter Trainee – There is no fiscal impact in correcting the salary range. The hourly wage for employees in this classification were corrected prior to any employee receiving a paycheck.

Deputy City Clerk – The additional annual cost of salary and benefits for the Deputy City Clerk is \$24,482.

The cost for the above increases will be absorbed in the current approved budget. Any necessary adjustments outside of the current budget, will be made during the mid-year budget process.

*Prepared by:* Anthony Phillip, Human Resources Analyst I

*Recommended by:* Nina S. Collins, Director of Human Resources

*Approved by:*



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Kelly McAdoo, City Manager