



DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated September 20, 2018 – Effective October 1, 2018

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 2019, effective October 1, 2018.

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 2019, effective October 1, 2018.

SUMMARY

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 addition of Crime Prevention Specialist I/II. The FY 2019 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classification.

BACKGROUND/DISCUSSION

1. Crime Prevention Specialist I/II– An outside consultant conducted a job audit of this classification. The audit resulted in a recommendation that the classification be flexibly staffed to create an entry level to the classification series. The survey also concluded that since the elimination of a Senior Crime Prevention Specialist position, the current incumbents are performing the full journey level responsibilities of the classification. The salary range of Crime Prevention Specialist II is set internally to 10% above the Crime Prevention Specialist I, which is \$34.10 per hour at Step A and \$41.45 per hour at Step E.

FISCAL IMPACT

Crime Prevention Specialist I/II – Due to the recommended change to salary for the Crime Prevention Specialist II classification and placing both incumbents at this level, there will be an impact to the FY19 operating budget in the amount of approximately \$20,400, which will be absorbed in the current approved operating budget.

STRATEGIC INITIATIVES

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

NEXT STEPS

The additional salary range will be implemented by the Human Resources and Finance departments effective October 1, 2018. Any necessary budget changes will be made during the FY 2019 mid-year review process. After Personnel Commission action on this item, the Council will consider adoption of these proposed changes.

Prepared by: Anthony Phillip, Human Resources Analyst II

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

Approved by:



Kelly McAadoo, City Manager