

Agenda Report

December 9, 2019

TO: Honorable Mayor and City Council
FROM: Department of Human Resources
SUBJECT: ESTABLISH NEW CLASSIFICATIONS AND SALARIES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Adopt a resolution, establishing new classifications and setting salary control rates.

BACKGROUND:

The Human Resources Department is responsible for managing classification and compensation work for the City. Periodically there is a need to update job classifications and control rates as duties change over time, the marketplace adjusts and departments reorganize and redistribute work. The City's Manual of Personnel & Administrative Rules establishes a comprehensive process in which Human Resources reviews, approves, and provides recommendations on classification requests. As part of a recent review, Human Resources recommends establishing new civilian classifications to enhance administration and management of the Police Department and Fire Department. While sworn personnel carry out and supervise the core public safety missions of both the Police and Fire Department, a number of routine but crucial administrative functions can be better carried out by civilian positions. These civilian positions will have administration as a core mission, and are not being taken away from public safety functions.

Police Executive Administrator: Establish the new classification of Police Executive Administrator with an annual control rate of \$166,300. This single-incumbent, civilian management position will be responsible for directing the Strategic Services Division of the Police Department. This includes supervising three Police Administrators and the operations of Communications, Property and Records. This position will oversee approximately 52 Full Time Equivalents (FTE) and a budget of \$14 million.

Reporting directly to the Deputy Police Chief, this position supports the upcoming department reorganization by consolidating most of the civilian functions under a single administrator. Jail Operations will continue to report to a sworn Police Commander. The non-sworn Police Executive Administrator aligns with Police Commander in the new organizational structure and strengthens the civilian functions by adding a civilian management position to the Police Department's senior leadership team. This classification will be accreted to the Non-Represented Management bargaining unit.

This action does not require an additional FTE. An existing vacant position will be reclassified to the new classification after a recruitment is conducted, which will result in an additional cost of approximately \$19,000.

Fire Administrator: Establish the new classification of Fire Administrator and annual control rate of \$145,000. The Fire Administrator is a management-level civilian position responsible for managing, coordinating and planning the Fire Department's fiscal and administrative operations including professional standards, accreditation, personnel management, facilities management, procurement, legislative analysis, and budgeting. This position may act as the public information officer for the Fire Department and represent the Fire Department to other departments, professional associations, community groups and outside agencies.

Reporting directly to the Fire Chief, this position will be a member of the Fire Command staff team and provide leadership to ensure a high-performance work environment that supports achieving the Department's and City's mission, goals and values.

This position will serve as the Department's liaison with Human Resources on matters related to employee and labor relations and will administer the administrative provisions of labor contracts to support positive labor-management relations. This position will also oversee professional standards, which includes standard operating procedures and guidelines, employment training, performance evaluations and recognition and accountability.

This new classification will be accreted to the Non-Represented Management bargaining unit.

This action does not require an additional FTE. An existing, vacant Management Analyst III will be reclassified to Fire Administrator. The upgrading of the MA III to Fire

Administrator would result in a budgetary increase of \$33,000. However, it is anticipated that other organizational changes will offset this amount.

COUNCIL POLICY CONSIDERATION:

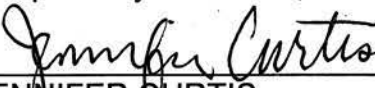
Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability.

FISCAL IMPACT:

Approval and implementation of the new classifications and salary schedules will have no fiscal impact as any increased cost will be absorbed by current salary savings and consolidation of existing positions. No new FTE are requested as part of this action, since existing vacant positions will be reclassified.

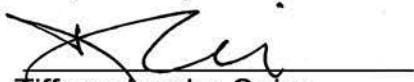
When the Police Executive Administrator is filled (tentatively in February 2020), the additional cost of approximately \$19,000 will be supported by existing appropriations in the department's General Fund (101) budget. The upgrading of the MA III to Fire Administrator would result in a budgetary increase of \$33,000, and will be supported by existing appropriations in the department's General Fund (101) budget and other organizational changes.

Respectfully submitted,



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Director of Human Resources

Prepared by:



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Approved by:



STEVE MERMELL
City Manager