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Title: ***RESOLUTION - Adopt the Third Amendment to the FY 2023 Salary Resolution No. 2022-152, amending Section 9, subsection 1.b; and Exhibit 2, Non-Represented Management and Confidential Classes adding the new classification of Project Liaison/Program Administrator and the respective new E13 salary range, retitling the Labor Relations Manager to Chief Labor Negotiator and modifying the salary range from E7 to E6, modifying the Deputy City Manager salary range from E7 to E6, and retitling the Principal Labor Relations Analyst to Principal Labor Relations/Risk Analyst, effective August 22, 2022 (Subject to Mayor's Veto)

Sponsors: Personnel Services Department

Indexes:

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Attachments: 1. Resolution - Third Amendment to FY23 Salary Resolution No. 2022-152, 2. Narrative - Third Amendment to the FY23 Salary Resolution No. 2022-152 - Redline, 3. Narrative - Third Amendment to the FY23 Salary Resolution No. 2022-152 - Final, 4. Salary Tables - Third Amendment to the FY23 Salary Resolution No. 2022-152 - Redline.pdf, 5. Salary Tables - Third Amendment to FY23 Salary Resolution No. 2022-152 - Final

| Date | Ver. | Action By | Action | Result |
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REPORT TO THE CITY COUNCIL

FROM: MARISSA J. SANCHEZ, Director
Personnel Services Department

BY: VANESSA PERALES, Human Resources Manager
Personnel Services Department

SUBJECT

***RESOLUTION - Adopt the Third Amendment to the FY 2023 Salary Resolution No. 2022-152, amending Section 9, subsection 1.b; and Exhibit 2, Non-Represented Management and Confidential Classes adding the new classification of Project Liaison/Program Administrator and the respective new E13 salary range, retitling the Labor Relations Manager to Chief Labor Negotiator and modifying the salary range from E7 to E6, modifying the Deputy City Manager salary range from E7 to E6, and retitling the Principal Labor Relations Analyst to Principal Labor Relations/Risk Analyst, effective August 22, 2022 (Subject to Mayor's Veto)

RECOMMENDATION

It is recommended that Council approve the Third Amendment to the Salary Resolution No. 2022-152 effective August 22, 2022 to:

- Modify Section 9, subsection 1.b, Annual Leave for Employees in Exhibit 2, to include the new E13 Executive Pay Range;
- Add the new classification of Project Liaison/Program Administrator in Exhibit 2, Non-Represented Management and Confidential Classes and the respective new E13 salary range of \$10,010 - \$12,501 per month;
- Retitle the Labor Relations Manager to Chief Labor Negotiator and increase the salary range from E7 at \$8,291 - \$11,401 to E6 at \$8,558 - \$13,181 per month;
- Modify the Deputy City Manager salary range from E7 at \$8,291 - \$11,401 to E6 at \$8,558 - \$13,181 per month;
- Retitle the Principal Labor Relations Analyst to Principal Labor Relations/Risk Analyst.

EXECUTIVE SUMMARY

In collaboration with the respective departments, and after providing notice to the respective bargaining units, a new classification and salary range is being added, two classifications are being retitled, and the salary ranges for two classifications are being modified, as reflected in this amendment to the Salary Resolution.

This action will not require an increase in total positions to the affected departments.

To implement these actions, it is necessary to approve the Third Amendment to FY 2023 Salary Resolution No. 2022-152.

BACKGROUND

As the City continues to focus and prioritize housing, downtown development, critical construction and capital projects, beautification and other key initiatives, there is a need to establish a Project Liaison/Program Administrator classification for collaboration and partnership across all City departments in the completion of critical projects and programs. This classification will serve as a liaison and facilitator to all stakeholders related to key projects and programs in the City including but not limited to coordinating the implementation of key programs; and providing updates on project schedules and timelines to all stakeholders including constituents and community organizations. The proposed City-wide classification fills a gap in our current classification system and at this time will be used in the Planning and Development Department, Public Works Department and the Department of Public Utilities. This classification will be assigned to a new E13 range to mitigate compaction issues in our current classification system in Exhibit 2. As a result of the new pay range, it is necessary to modify Section 9, subsection 1.b, Annual Leave for Employees in Exhibit 2, to include the proposed E13 range.

The City provided notice to all bargaining units regarding the Project Liaison/Program Administrator and has concluded its meet and confer obligation.

The City has eleven (11) represented bargaining units and over four thousand (4,000) employees

with four (4) positions allocated to the Labor Relations Division in the Personnel Services Department. The Labor Relations Manager is a mission critical position as its primary responsibility is focused on the negotiation of memoranda of understanding with employee organizations; acting as the chief negotiator for the City in labor negotiations; advising City management in the disposition of employer/employee matters; and oversight of employee relations processes consistent with the Employer-Employee Relations Ordinance. The Labor Relations Manager position has been vacant for over one year with recruitment efforts by internal staff and an external consultant which has yielded no long-term incumbents. As a result, it is recommended to retitle the Labor Relations Manager to Chief Labor Negotiator and modify the pay range from E7 to E6 in an effort to attract qualified candidates to this essential position.

In response to the City expanding in scope and responsibility, the Deputy City Manager classification has been tasked with a greater level of responsibility in coordinating, planning, and organizing activities in the implementation and completion of city-wide projects and programs. Critical projects include the oversight and implementation of the animal control center contract and facility; establishing a new Office of Emergency Preparedness to focus on emergency response plans throughout the City along with mitigating ongoing trends in response to COVID-19; and coordinating the City's cannabis laws and regulations through the Office of Cannabis Oversight. As a result, the Deputy City Manager salary range is recommended to be modified from E7 to E6. Increasing the range in the Deputy City Manager classification will provide a more appropriate alignment as the classification will be placed in the compensation structure between the proposed Project Liaison/Program Administrator and Assistant Director classifications.

The Principal Labor Relations Analyst classification was added via the 16th amendment to the Salary Resolution No. 2021-176, effective April 25, 2022 to address the need for an advanced technical level subject matter expert. The plan is to expand this classification to encompass the city's workers' compensation division. Due to the increased volume of complex and litigated claims, the department is planning to build its team with the Principal Risk Analyst coordinating daily operations and workflow. It is recommended to retitle this classification to Principal Labor Relations/Risk Analyst to allow the conversion of a current position to designate as the coordinator over workers' compensation and the alternative dispute resolution program. This position will work closely with City departments along with the current Third-Party Administrator and employees to effectively manage new and ongoing claims and identify areas for improvement in procedures and workflow processes.

There are no additional positions being requested as part of this item. The changes requested will affect positions that have previously been added and approved by Council.

The City Attorney's Office has approved the Third Amendment to Salary Resolution No. 2022-152 as to form.

ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act Guidelines Section 15378 this item does not qualify as a "project" and is therefore exempt from the California Environmental Quality Act requirements.

LOCAL PREFERENCE

Local preference is not implicated because this item does not involve public contracting or bidding

with the City of Fresno.

FISCAL IMPACT

Amending the Salary Resolution will not require additional appropriations for Fiscal Year 2023.

Attachments:

Resolution: Third Amendment to FY23 Salary Resolution No. 2022-152

Narrative: Third Amendment to FY23 Salary Resolution No. 2022-152 - Redline

Narrative: Third Amendment to FY23 Salary Resolution No. 2022-152 - Final

Salary Tables: Third Amendment to FY23 Salary Resolution No. 2022-152 - Redline

Salary Tables: Third Amendment to FY23 Salary Resolution No. 2022-152 - Final