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Title: ***RESOLUTION - Adopt the 1st Amendment to FY 2021 Salary Resolution No. 2020-157, amending Exhibit 1, Unit 1, Non-Supervisory Blue Collar (Local 39) to add the classifications of Water System Trainee, Water Treatment Plant Operator-In-Training, and Water Treatment Plant Operator and providing a salary range for the respective classifications; and amending Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) to add the classification of Supervising Paralegal and providing a salary range for the respective class (Subject to Mayor's Veto)

Sponsors: Personnel Services Department

Indexes:

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Attachments: 1. FINAL_Resolution - 1st Amend to FY21 Salary Reso.pdf, 2. FINAL_Salary Tables_1st Amend_FY21 Salary Reso.pdf, 3. REDLINE_Salary Tables_1st Amend_FY21 Salary Reso.pdf

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

September 24, 2020

FROM: JEFF CARDELL, Director
Personnel Services Department

BY: SANDRA CHAVEZ MARTIN, Human Resources Manager
Personnel Services Department

SUBJECT

***RESOLUTION - Adopt the 1st Amendment to FY 2021 Salary Resolution No. 2020-157, amending Exhibit 1, Unit 1, Non-Supervisory Blue Collar (Local 39) to add the classifications of Water System Trainee, Water Treatment Plant Operator-In-Training, and Water Treatment Plant Operator and providing a salary range for the respective classifications; and amending Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) to add the classification of Supervising Paralegal and providing a salary range for the respective class **(Subject to Mayor's Veto)**

RECOMMENDATION

It is recommended Council approve the First Amendment to the Salary Resolution No. 2020-157, effective September 28, 2020, to:

- Add the new classifications of Water System Trainee, Water Treatment Plant Operator-In-Training, and Water Treatment Plant Operator and respective salary ranges to Exhibit 1, Unit 1, Non-Supervisory Blue Collar (Local 39); and
- Add the new classification of Supervising Paralegal and respective salary range in Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA).

EXECUTIVE SUMMARY

In collaboration with the respective departments, Personnel Services has developed four new classifications. The new Water System Trainee classification has been created to provide an entry level opportunity for those interested in obtaining experience and beginning a career in the City's water systems, such as in Water Quality or Water Distribution/Production. The new Water Treatment Plant Operator-In-Training and Water Treatment Plant Operator classes have been developed to provide entry-level and journey level opportunities for those interested in a career as a Water Treatment Plant Operator in the Surface Water Treatment Plant. These classes are being added to Exhibit 1. In addition, the new class of Supervising Paralegal has been created to provide supervision and perform complex and difficult paralegal duties, and is being added to Exhibit 13-1.

To implement these actions, it is necessary to approve the First Amendment to FY 2021 Salary Resolution No. 2020-157.

BACKGROUND

Personnel Services, in partnership with the Department of Public Utilities, has established several new classifications to provide entry level opportunities in the Water Division.

The Water System Trainee class is designed to provide an incumbent training in the maintenance, construction and the distribution of potable and recycled water operation of the City's water systems. Employees in this classification learn the duties in the areas of water quality or water distribution/production, and an incumbent may flex to a Water Distribution/Production Technician or Water Quality Technician class after obtaining the Grade D1 or T1 certification by the State Water Resources Control Board. Trainee positions will be filled by using existing Technician vacancies and by converting vacant Laborer positions in the Water Division to Water Distribution/Production Technician or Water Quality Technician. Trainee incumbents will ultimately become Technicians with appropriate training and certification through the flexing provision. No new positions will be added with the creation of the Water System Trainee class.

The Water Treatment Plant Operator-In-Training and Water Treatment Plant Operator classes are designed to provide training in the operation and maintenance of surface water treatment facilities and equipment. A Water Treatment Plant Operator-In-Training may flex to a Water Treatment Plant Operator after obtaining the Grade T3 certification by the State Water Resources Control Board. Water Treatment Plant Operator positions will be created by converting existing Senior Water Treatment Plant Operator vacancies to Water Treatment Plant Operator. Through attrition, additional Senior Water Treatment Plant Operator positions will be converted to Water Treatment Plant Operator until the ideal staffing of Water Treatment Plant Operators and Senior Treatment Plant Operators is achieved. Operator-In-Training incumbents will ultimately become Water Treatment Plant Operators with appropriate training and certification, through the flexing provision. No new positions will be added with the creation of the Water Treatment Plant Operator class.

In addition, the classification of Supervising Paralegal is being created in the City Attorney's Office. This position will be responsible for performing complex and difficult paralegal duties; supervising and providing direction to assigned paralegal staff; preparing a variety of legal documents pertaining to

civil and/or criminal litigation, Public Records Act (PRA) responses, complex contracts and real estate documents; and participates in a variety of administrative proceedings. A vacant position in the City Attorney's Office will be identified for conversion to this new classification.

The City provided notice to the respective bargaining units and has concluded its' meet and confer obligation. The affected bargaining units concurred with the changes that are being presented to Council for approval.

The City Attorney's Office has approved the First Amendment to Salary Resolution No. 2020-157 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

Adding the new classifications of Water System Trainee, Water Treatment Plant Operator-In-Training, and Water Treatment Plant Operator in Exhibit 1, Unit 1, will not result in increased salary and benefit expenses in Fiscal Year 2021.

Adding the new classification of Supervising Paralegal in Exhibit 13-1, Unit 13, may result in increased salary and benefit expenses in Fiscal Year 2021 of approximately \$3,865 to the General Fund. The additional expenses do not require additional appropriations for the City Attorney's Office.

Attachments:

Resolution: First Amendment to FY21 Salary Resolution No. 2020-157

Salary Tables: First Amendment to FY21 Salary Resolution No. 2020-157 - Redline

Salary Tables: First Amendment to FY21 Salary Resolution No. 2020-157 - Final