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Title: ***RESOLUTION - 1st amendment to Salary Resolution No. 2016-120, adding the new classifications of Investment Officer to Exhibit 2, Non-Represented Management and Confidential, and Crime Scene Investigation Bureau Manager and Records Manager to Exhibit 14, Management Non-Confidential (CFMEA); and modifying the salary of Custodial Supervisor in Exhibit 13-1, City of Fresno Professional Employees Association (CFPEA)

Sponsors: Personnel Services Department

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Attachments: 1. 1st Amend to FY17 Salary Resolution.pdf

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8/18/2016	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

August 18, 2016

FROM: JEFF CARDELL, Director
Personnel Services Department

BY: SANDRA CHAVEZ MARTIN, Human Resources Manager
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SUBJECT

***RESOLUTION - 1st amendment to Salary Resolution No. 2016-120, adding the new classifications of Investment Officer to Exhibit 2, Non-Represented Management and Confidential, and Crime Scene Investigation Bureau Manager and Records Manager to Exhibit 14, Management Non-Confidential (CFMEA); and modifying the salary of Custodial Supervisor in Exhibit 13-1, City of Fresno Professional Employees Association (CFPEA)

RECOMMENDATIONS

It is recommended Council approve the First Amendment to Salary Resolution No. 2016-120 to establish new classifications and assigned salary ranges for Investment Officer to Exhibit 2, Non-Represented Management and Confidential, and Crime Scene Investigation Bureau Manager (CSIB Manager) and Records Manager to Exhibit 14, Management Non-Confidential (CFMEA); and modify

the salary of Custodial Supervisor in Exhibit 13-1, City of Fresno Professional Employees Association (CFPEA).

EXECUTIVE SUMMARY

Following the approval of the Fiscal Year 2017 (FY17) Budget, Personnel Services in collaboration with respective City Departments developed three new classifications. These classifications include Investment Officer, CSIB Manager, and Records Manager.

Assigned to the Retirement Office, the Investment Officer class was created to assist with the administration and management of the Retirement Board's revenue, bonds, and investment program, and will assist with the planning, development and implementation of investment strategies. The CSIB Manager and the Records Manager are new positions allocated to the Police Department. The CSIB Manager will oversee the day-to day activities of the Crime Scene Investigations Unit, such as managing crime scene investigations, suspect identification, evidence preservation, and presumptive narcotic testing, while ensuring compliance with applicable federal, state, and local laws. The Records Manager will oversee the day-to-day activities of the Records Unit, such as managing crime report files, records storage, retention and maintenance. The changes would be effective August 22, 2016.

Additionally, the salary range of the Custodial Supervisor classification is being modified to maintain the appropriate pay relationship with that of other supervisor classes with similar minimum qualifications and scope of responsibility. The change would be effective August 22, 2016.

BACKGROUND

The Fiscal Year 2017 Budget reflects a fiscally responsible and sustainable approach to restoring essential City services, including addressing reductions in employment over the past few years. In collaboration with respective City Departments, Personnel Services proposes the establishment of new classifications and assigned salary ranges and the amendment of a salary range in order to execute and implement the actions approved in the FY17 budget.

The Investment Officer class was created to meet the evolving needs of the City's Retirement Plan. The Investment Officer will assist with the administration and management of the City's revenue, bonds, and investment program, including monitoring, analyzing, and reporting on investment performance and compliance; assisting in planning and developing investment strategies, and conducting complex research and analysis related to the investment program.

The CSIB Manager will plan, schedule, and supervise the activities of personnel involved in the investigation of crime scenes, crime scene photography, processing evidence, the identification of criminal subjects through automated technology and the processing and identification of prisoners. The CSIB Manager classification replaces a manager position that was eliminated in FY11 which left the Bureau with one supervisor overseeing the day-to-day operations.

The Records Manager classification will be responsible for managing the Records Bureau which processes and distributes police reports, maintains automated criminal history and crime report files, and provides over-the-counter service to citizens and law enforcement agencies. In FY11, due to budget necessity, the City eliminated the Records Manager position and consolidated the Records Bureau and Information Systems Bureau. As the agency has implemented new technologies to

automate law enforcement field responses and records, and documentation needs have exponentially increased, there is an increasing need to separate the Information Services functions from Records Management.

Additionally, as a result of an FY16 staffing review by the Personnel Services Department, changes have been recommended to the current custodial and maintenance staffing structure in the Airport Department. As such, the Custodial Supervisor classification has modified job expectations and minimum requirements. Due to the nature and scope of the work, and the aforementioned changes, the salary is being amended to maintain the appropriate pay relationship with that of other supervisor classes with similar minimum qualifications and scope of responsibility.

The City provided notice to all bargaining units regarding the new classifications and their associated salary ranges, as well as CFPEA regarding the modified salary range for Custodial Supervisor, and has concluded its meet and confer obligation.

The City Attorney's Office has approved the First Amendment to Salary Resolution No. 2016-120 as to form.

ENVIRONMENTAL FINDINGS

Not applicable.

LOCAL PREFERENCE

Not applicable.

FISCAL IMPACT

This Salary Resolution Amendment will not result in any new salary and benefit costs for the creation of the three new classes, nor for the amended salary range, as these were incorporated and approved in the FY17 budget.

Attachment:

First Amendment to Salary Resolution No. 2016-120