



Legislation Details (With Text)

**File #:** ID17-0002    **Version:** 1    **Name:**  
**Type:** Action Item    **Status:** Passed  
**File created:** 10/19/2016    **In control:** City Council  
**On agenda:** 1/12/2017    **Final action:** 1/12/2017

**Title:** \*\*\*RESOLUTION - 11th amendment to Fiscal Year 2017 Salary Resolution No. 2016-120: unflexing the Communications Technician I/II classification in Exhibit 1, Non-Supervisory Blue Collar (Local 39); implementing a scheduled 2% wage increase for Unit 3 pursuant to the successor MOU with the Fresno City Employees Association (FCEA); amending the classification title and increasing the salary for Tax/Permit Representative in Exhibit 3, Non-Supervisory White Collar (FCEA); increasing the minimum hourly rate for Cashier Clerk, Lifeguard, Senior Lifeguard, Police Cadet I, Police Cadet II, Services Aide, Sports Official and Student Aide II in Exhibit 8, Non-Represented; increasing the salary for Human Resources Analyst in Exhibit 13-1, Exempt Supervisory and Professional (CFPEA); adding the new classification of Sanitation Supervisor to Exhibit 13-1, Exempt Supervisory and Professional (CFPEA); adding the new classification of Senior Paralegal to Exhibit 13-2, Non-Exempt Professional (CFPEA); and amending the classification title and increasing the salary for Legal Assistant in Exhibit 13-2, Non-Exempt Professional.

**Sponsors:** Personnel Services Department

**Indexes:**

**Code sections:**

**Attachments:** 1. FINAL 11th Amend to FY17 Salary Resolution.pdf, 2. REDLINE 11th Amend to FY17 Salary Resolution v2.pdf

Date	Ver.	Action By	Action	Result
1/12/2017	1	City Council	approved	Pass

**REPORT TO THE CITY COUNCIL**

**January 12, 2017**

**FROM:** JEFF CARDELL, Director  
Personnel Services Department

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

**SUBJECT**

\*\*\*RESOLUTION - 11th amendment to Fiscal Year 2017 Salary Resolution No. 2016-120: unflexing the Communications Technician I/II classification in Exhibit 1, Non-Supervisory Blue Collar (Local 39); implementing a scheduled 2% wage increase for Unit 3 pursuant to the successor MOU with the Fresno City Employees Association (FCEA); amending the classification title and increasing the salary for Tax/Permit Representative in Exhibit 3, Non-Supervisory White Collar (FCEA); increasing

the minimum hourly rate for Cashier Clerk, Lifeguard, Senior Lifeguard, Police Cadet I, Police Cadet II, Services Aide, Sports Official and Student Aide II in Exhibit 8, Non-Represented; increasing the salary for Human Resources Analyst in Exhibit 13-1, Exempt Supervisory and Professional (CFPEA); adding the new classification of Sanitation Supervisor to Exhibit 13-1, Exempt Supervisory and Professional (CFPEA); adding the new classification of Senior Paralegal to Exhibit 13-2, Non-Exempt Professional (CFPEA); and amending the classification title and increasing the salary for Legal Assistant in Exhibit 13-2, Non-Exempt Professional.

## RECOMMENDATIONS

It is recommended Council approve the Eleventh Amendment to Salary Resolution No. 2016-120 to:

- Remove the flex provision for Communications Technician I/II in Exhibit 1, Non-Supervisory Blue Collar (Local 39), effective January 23, 2017;
- Implement a scheduled 2% wage increase in Exhibit 3, effective January 1, 2017, required by the successor Memorandum of Understanding (MOU) with the Fresno City Employees Association (FCEA);
- Amend the classification title for Tax/Permit Representative to Tax/Permit Inspector and increase the salary range in Exhibit 3, Non-Supervisory White Collar (FCEA);
- Increase the minimum hourly rate for the classes of Cashier Clerk, Lifeguard, Senior Lifeguard, Police Cadet I, Police Cadet II, Services Aide, Sports Official and Student Aide II in Exhibit 8, Non-Represented consistent with the California minimum wage increase, effective January 1, 2017;
- Increase the salary range for Human Resources Analyst and establish a new classification of Sanitation Supervisor and to Exhibit 13-1, Exempt Supervisory and Professional (CFPEA), effective January 23, 2017; and
- Establish a new classification of Senior Paralegal and amend the classification title for Legal Assistant to Paralegal and increase the salary in Exhibit 13-2, Non-Exempt Professional (CFPEA), effective January 23, 2017.

## EXECUTIVE SUMMARY

In collaboration with respective City Departments, Personnel Services has developed two new classifications: Sanitation Supervisor and Senior Paralegal which are being added to CFPEA. In conjunction with the new Senior Paralegal class, Legal Assistant is being retitled to Paralegal and the assigned salary range is being increased. In addition, the Human Resources Analyst salary range is being increased to match a classification with similar scope and responsibility; and the classification of Tax/Permit Representative is being retitled to Tax/Permit Inspector and the salary range is being increased as well.

Additionally, a classification study was conducted in the Transportation Department and it was determined that the classification of Communications Technician I/II will be modified from a dual/flex class to two (2) single level classifications in Unit 1. Exhibits 3 and 8 are also included in this Salary Resolution amendment to reflect the 2% wage increase for FCEA effective January 1, 2017 and the minimum wage increase to \$10.50 per hour.

## BACKGROUND

Personnel Services regularly reviews job classifications and revises existing classes or develops new

classifications to address changes that have occurred throughout the City. Typically such changes are addressed in advance of a recruitment effort or follow a classification study. When such changes occur, notice is provided to the affected bargaining unit with an opportunity to meet on the changes.

A classification study was conducted in the Transportation Department. After the study, it was determined that the classification of Communications Technician I/II should be modified from a dual/flex class to two (2) distinct classifications titled Communications Technician I and Communications Technician II, respectively

The MOU between the City and FCEA includes a 2% general wage increase. The amendments to Exhibit 3 include this increase.

At the request of the Finance Department, the Tax/Permit Representative classification was revised to include the ability to issue administrative citations in the enforcement of codes, regulations, ordinances and laws associated with business tax, room taxes, licenses, special events, and other business permits. As a result of the change, the job title is also being modified. The new title is Tax/Permit Inspector. The salary is also being increased to align the class with classifications that perform similar inspection functions.

In advance of recruiting for the Human Resources Analyst position, the City is increasing the salary to be consistent with Risk Analyst. The expectations, workload and output required of these positions are similar, including performing work related to compliance with applicable laws, rules and regulations. In addition, the positions require similar knowledge, skills, abilities, effort, and responsibility, and perform similar scope of work in support of a comprehensive human resource management program, such as, risk management, loss control, interactive process, safety, classification and compensation, and recruitment and examination.

The Sanitation Supervisor classification is being created as a result of the consolidation of two existing classifications: Solid Waste System Supervisor and Community Sanitation Supervisor I. Both positions are responsible for the supervision of an assigned solid waste program, such as residential services, community sanitation and street sweeping. Therefore, unifying these classifications will afford the City's Solid Waste Division the flexibility to assign and reassign supervisors based on operational needs. Current incumbents of the Solid Waste System Supervisor and Community Sanitation Supervisor I classifications will maintain their seniority date, and the salary range for the new Sanitation Supervisor classification will mirror the current salary range for Community Sanitation Supervisor I. Positions currently exist in the Department of Public Works and Department of Public Utilities.

In the City Attorney's Office, the Senior Paralegal class was created to provide a career ladder which allows an experienced Paralegal to provide lead direction to other paralegal staff and perform the more complex and difficult paralegal duties related to civil and criminal litigation and other duties. In conjunction with the addition of this new classification, it was determined that Legal Assistant should be retitled to Paralegal, and the salary range increased to align with other classifications with similar scope and responsibility.

Effective January 1, 2017, California's minimum wage increased from \$10.00 per hour to \$10.50 per hour. As a result, the minimum hourly rate for classifications in Unit 8 must be modified accordingly. This minimum rate change was included in this year's budget and the compensation for any employee's earning less than \$10.50 per hour was adjusted in compliance with the minimum wage

change. The affected classifications in Unit 8 that will be increased are Cashier Clerk, Lifeguard, Senior Lifeguard, Police Cadet I, Police Cadet II, Services Aide, Sports Official and Student Aide II.

The City provided notice to all of the bargaining units regarding the new classifications; and the affected bargaining units regarding revised job titles and revised salary ranges. The City has concluded its meet and confer obligation, and the affected bargaining units concurred with the changes that are being presented to Council for approval.

The City Attorney's Office has approved the Eleventh Amendment to Salary Resolution No. 2016-120 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**

In accordance with information provided to Council on September 22, 2016, the FY 17 cost for all funds for the Unit 3 January wage increase is approximately \$893,678. The cost to the General Fund is approximately \$474,854 which is included in the FY 2017 Budget.

This Salary Resolution Amendment will result in increased salary and benefit costs in FY 17 of approximately \$10,188 for unflexing of the Communications Technician I/II classification; \$15,790 for the Tax/Permit Inspector classification; \$12,144 for the Human Resources Analyst classification; \$1,816 for the Sanitation Supervisor classification; \$4,393 for the Senior Paralegal classification; and \$32,909 for the Paralegal classification, which will be absorbed by the respective Departments.

The California's minimum wage increase was included in this year's budget, therefore there will be no budget impact related to these positions.

### **Attachments:**

Final - Eleventh Amendment to Salary Resolution No. 2016-120

Redline - Eleventh Amendment to Salary Resolution No. 2016-120