



Legislation Details (With Text)

File #: ID18-1497 **Version:** 1 **Name:**

Type: Action Item **Status:** Passed

File created: 11/27/2018 **In control:** City Council

On agenda: 12/6/2018 **Final action:** 12/6/2018

Title: ***RESOLUTION - 9th Amendment to FY 2019 Salary Resolution No. 2018-159, amending Exhibit 13-2, Unit 13, Non-Exempt Supervisory and Professional (CFPEA) to add the classification of Senior Legal Secretary and providing a salary range for the respective class; amending Exhibit 14, Unit 14, Management Classes to add the classification of ADA Coordinator and providing a salary range for the respective class, and retitle the classifications of Public Works Manager to Public Works/Public Utilities Manager and Public Works Manager - Licensed Engineer to Public Works/Public Utilities Manager - Licensed Engineer (Subject to Mayor's Veto)

Sponsors: Personnel Services Department

Indexes:

Code sections:

Attachments: 1. Resolution - 9th Amend to FY19 Salary Resolution.pdf, 2. REDLINE_Salary Tables_9th Amendment_FY19 Salary Resolution.pdf, 3. FINAL_Salary Tables_9th Amendment_FY19 Salary Resolution (2).pdf

Date	Ver.	Action By	Action	Result
12/6/2018	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

December 6, 2018

FROM: JEFF CARDELL, Director
Personnel Services Department

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

SUBJECT

***RESOLUTION - 9th Amendment to FY 2019 Salary Resolution No. 2018-159, amending Exhibit 13-2, Unit 13, Non-Exempt Supervisory and Professional (CFPEA) to add the classification of Senior Legal Secretary and providing a salary range for the respective class; amending Exhibit 14, Unit 14, Management Classes to add the classification of ADA Coordinator and providing a salary range for the respective class, and retitle the classifications of Public Works Manager to Public Works/Public Utilities Manager and Public Works Manager - Licensed Engineer to Public Works/Public Utilities Manager - Licensed Engineer **(Subject to Mayor's Veto)**

RECOMMENDATION

It is recommended Council approve the Ninth Amendment to the Salary Resolution No. 2018-159,

effective December 10, 2018, to:

- Add the respective salary and new classification of Senior Legal Secretary in Exhibit 13-2, Unit 13, Non-Exempt Supervisory and Professional (CFPEA);
- Add the respective salary and new classification of ADA Coordinator in Exhibit 14, Unit 14, Management Classes; and
- Retitle the classifications of Public Works Manager to Public Works/Public Utilities Manager and Public Works Manager - Licensed Engineer to Public Works/Public Utilities Manager - Licensed Engineer in Exhibit 14, Unit 14, Management Classes.

EXECUTIVE SUMMARY

In collaboration with the respective departments, Personnel Services has developed two new classifications and is retitling two existing classifications. The new classification of Senior Legal Secretary has been created to provide lead direction and perform high-level legal secretarial support in the City Attorney's Office, and is being added to Exhibit 13-2. The new classification of ADA Coordinator has been developed to better define the duties and responsibilities of the incumbent performing these tasks and will be added to Exhibit 14. The Public Works Manager and Public Works Manager - Licensed Engineer classifications in Exhibit 14 are being retitled to Public Works/Public Utilities Manager and Public Works/Public Utilities Manager - Licensed Engineer with the intention of utilizing these positions in either Public Works or Public Utilities due to similar scope of responsibility.

BACKGROUND

Personnel Services, in partnership with the City Attorney's Office, has established the classification of Senior Legal Secretary. This position will be responsible for providing instruction and training to other legal secretaries; assist management with the development and implementation of procedures and practices; and will provide high-level legal secretarial support to legal staff.

In addition, the classification of ADA Coordinator is being created to better define the duties and responsibilities being performed by an incumbent in the Public Works Department (DPW). The ADA Coordinator ensures compliance with Title II of the Americans with Disabilities Act of 1990 (ADA) and related disability civil rights laws and regulations on a citywide basis including, public education, maintaining the Transition Plans and processing ADA related complaints or grievances. A current Community Outreach Specialist employee will be reclassified following the adoption of this new classification.

Finally, the Public Works Manager classification is being retitled to Public Works/Public Utilities Manager and the Public Works Manager - Licensed Engineer classification is being retitled to Public Works/Public Utilities Manager - Licensed Engineer. This change will afford the City the ability to utilize these classifications in either department, as they share similar scope of responsibility and nature of work. Contingent on Council approval, two vacant Planning Manager positions in the Department of Public Utilities (DPU) will be converted to DPW/DPU Manager or DPW/DPU Manager - Licensed Engineer.

The City provided notice to the respective bargaining units and the City 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 Ninth Amendment to Salary Resolution No. 2018-159 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 does not apply because this item does not involve public contracting or bidding with the City of Fresno.

FISCAL IMPACT

Adding the new classification of Senior Legal Secretary in Exhibit 13-2, Unit 13, may result in increased salary and benefit expenses in Fiscal Year 2019 of approximately \$8,866 to the General Fund. The additional expenses do not require additional appropriations for the City Attorney’s Office.

Adding the new classification of ADA Coordinator in Exhibit 14, Unit 14, will result in increased salary and benefit expenses in Fiscal Year 2019 of approximately \$1,852 to the General Fund and \$3,704 to all funds. The additional expenses do not require additional appropriations for the DPW.

Converting one vacant Planning Manager position to Public Works/Public Utilities Manager - Licensed Engineer in Exhibit 14, Unit 14, may result in increased salary and benefit expenses in Fiscal Year 2019 of approximately \$10,993 to the General Fund and \$11,571 to All Funds. The additional expenses do not require additional appropriations for the DPU.

Attachments:

Resolution: Ninth Amendment to FY19 Salary Resolution No. 2018-159

Salary Tables: Ninth Amendment to FY19 Salary Resolution No. 2018-159 - Redline

Salary Tables: Ninth Amendment to FY19 Salary Resolution No. 2018-159 - Final