



Legislation Details (With Text)

File #: ID19-1461 **Version:** 2 **Name:**

Type: Action Item **Status:** Passed

File created: 3/26/2019 **In control:** City Council

On agenda: 4/11/2019 **Final action:** 4/11/2019

Title: 1.***RESOLUTION - 11th Amendment to FY 2019 Salary Resolution No. 2018-159, amending Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes by adding the new classifications of Senior Law Clerk, Senior Deputy City Attorney II and Senior Deputy City Attorney III and providing a salary range for the respective classes, and retitling the Senior Deputy City Attorney to Senior Deputy City Attorney I; amending Exhibit 3, Unit 3, Non-Supervisory White Collar (FCEA) to alphabetize the exhibit and to add the flexibly staffed footnote "4" to Airports Operations Officer I and Airports Operations Officer II classifications; amending Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) to add the new classification of Business Process and Systems Analyst and providing a salary range for the respective class; amending Exhibit 14, Unit 14, Management Classes to retitle the classification of Water System Manager to Water Manager, and add the classification of Water/Wastewater Manager - Certified and providing a salary range for the respective class; and amending the Salary Step Plan section, the Annual Leave for Employees in Exhibit 2 section, and Compensation for Full-Time Employees Occupying Permanent Positions in Exhibit 2 section of the Salary Resolution to add new E ranges (Subject to Mayor's Veto)
2. ***RESOLUTION - 8th Amendment to the Position Authorization Resolution (PAR) No. 2018-158 adding four (4) Senior Law Clerk positions to the City Attorney's office, effective April 15, 2019 (Subject to Mayor's Veto)

Sponsors: Personnel Services Department

Indexes:

Code sections:

Attachments: 1. FINAL_Resolution_11th Amendment FY19 Salary Reso, 2. FINAL_Salary Tables_11th Amendment_FY19 Salary Reso, 3. REDLINE_NARRATIVE_11th Amendment_FY19 Salary Resolution, 4. REDLINE_Salary Tables_11th Amendment_FY19 Salary Reso, 5. Eighth Amendment to PAR Resolution No 2018-158

Date	Ver.	Action By	Action	Result
4/11/2019	2	City Council	adopted	

REPORT TO THE CITY COUNCIL

April 11, 2019

FROM: JEFF CARDELL, Director
Personnel Services Department

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

SUBJECT

1. ***RESOLUTION - 11th Amendment to FY 2019 Salary Resolution No. 2018-159, amending Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes by adding the new classifications of Senior Law Clerk, Senior Deputy City Attorney II and Senior Deputy City Attorney III and providing a salary range for the respective classes, and retitling the Senior Deputy City Attorney to Senior Deputy City Attorney I; amending Exhibit 3, Unit 3, Non-Supervisory White Collar (FCEA) to alphabetize the exhibit and to add the flexibly staffed footnote “4” to Airports Operations Officer I and Airports Operations Officer II classifications; amending Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) to add the new classification of Business Process and Systems Analyst and providing a salary range for the respective class; amending Exhibit 14, Unit 14, Management Classes to retitle the classification of Water System Manager to Water Manager, and add the classification of Water/Wastewater Manager - Certified and providing a salary range for the respective class; and amending the Salary Step Plan section, the Annual Leave for Employees in Exhibit 2 section, and Compensation for Full-Time Employees Occupying Permanent Positions in Exhibit 2 section of the Salary Resolution to add new E ranges **(Subject to Mayor’s Veto)**
2. ***RESOLUTION - 8th Amendment to the Position Authorization Resolution (PAR) No. 2018-158 adding four (4) Senior Law Clerk positions to the City Attorney’s office, effective April 15, 2019 **(Subject to Mayor’s Veto)**

RECOMMENDATION

It is recommended Council approve the Eleventh Amendment to Salary Resolution No. 2018-159, effective April 15, 2019, to:

- Add the respective salary ranges and new classifications of Senior Law Clerk, Senior Deputy City Attorney II and Senior Deputy City Attorney III in Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes;
- Retitle Senior Deputy City Attorney to Senior Deputy City Attorney I in Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes;
- Add the flexibly staffed footnote “4” to the Airports Operations Officer I and Airports Operations Officer II classifications which were inadvertently excluded in the 10th Amendment approved by Council. Exhibit 3, Unit 3, Non-Supervisory White Collar (FCEA);
- Alphabetize Exhibit 3 due to the title change of Inorganic Chemist to Chemist approved by Council with the 10th Amendment. Exhibit 3, Unit 3, Non-Supervisory White Collar (FCEA);
- Add the respective salary range and new classification of Business Process and Systems Analyst in Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA);
- Retitle the classification of Water System Manager to Water Manager, and add the respective salary range and new classification of Water/Wastewater Manager - Certified in Exhibit 14, Unit 14, Management Classes; and
- Modify Salary Step Plan sections 2.O.1.a. and 2.O.2.a., Annual Leave section 10.B.1.c, and Compensation for Full-Time Employees Occupying Permanent Positions in Exhibit 2 section 19.G., to amend executive pay ranges in accordance with Exhibit 2.
- Recommend Council approve the 8th Amendment to the Position Authorization Resolution No. 2018-158, adding four (4) Senior Law Clerk positions to the City Attorney’s office.

EXECUTIVE SUMMARY

In collaboration with the respective departments, and after providing notice to the respective bargaining units, two job titles are being amended, and several new classifications are being established and respective salary ranges are being added, as reflected in this amendment to the Salary Resolution.

The following items are cleanup in nature to accurately reflect classification changes approved by Council with the 10th Amendment: 1) adding the flexibly staffed footnote “4” to the Airports Operations Officer I and Airports Operations Officer II classifications which were established as a flexibly staffed series and 2) alphabetize Exhibit 3 due to the retitle of Inorganic Chemist to Chemist.

The Salary Step Plan, Annual Leave for Employees in Exhibit 2, and Compensation for Full-Time Employees Occupying Permanent Positions in Exhibit 2 sections are being amended to reflect the new E ranges resulting from the addition of new classes to Exhibit 2, as identified in Exhibit 2 of the Salary Resolution.

BACKGROUND

Personnel Services, in partnership with the City Attorney’s Office, has established the new classification of Senior Law Clerk. This position will provide legal assistance, research, writing, and analysis to process or assist in the preparation of legal documents; and will provide legal support to an attorney. Incumbents in this class have graduated from law school and are awaiting results of, or will be taking, the California Bar examination. This class will be assigned the E16 salary range in Exhibit 2.

The Senior Deputy City Attorney classification is being modified to three levels, I, II, and III, respectively, to better define the duties and responsibilities by classifying positions by varying degree of complex legal duties. As a result, the Senior Deputy City Attorney is being retitled to Senior Deputy City Attorney I, and the new classifications of Senior Deputy City Attorney II and Senior Deputy City Attorney III are being created. As a result of the creation of the new Senior Deputy City Attorney II and Senior Deputy City Attorney III classifications, the new salary ranges E21 and E22 are being added in Exhibit 2. The Senior Deputy City Attorney class will remain at the E6 salary range in Exhibit 2.

On February 14, 2019, Council approved the 10th Amendment to the FY19 Salary Resolution. The following items are cleanup in nature to accurately reflect classification changes approved with the 10th Amendment: 1) adding the flexibly staffed footnote “4” to the Airports Operations Officer I and Airports Operations Officer II classifications which were established as a flexibly staffed series and 2) alphabetize Exhibit 3 due to the retitle of Inorganic Chemist to Chemist.

The new classification of Business Process and Systems Analyst is being created and added to Exhibit 13-1 to provide functional assistance in information systems development, design, maintenance, evaluation, and support. Incumbents may be assigned to a specific department to analyze existing departmental business processes and workflow, and assess impact of changes. Upon adoption, the new classification will be assigned to a vacant position in the Finance Department. .

The new classification of Water/Wastewater Manager - Certified is being created to recognize the difference between Water and Wastewater Managers that are state certified versus those who are not required to maintain that professional designation. The new salary range will also address recruitment issues in filling assignments in the Water Division requiring a Water Treatment Operator Certificate, Grade T5 or Water Distribution Operator Certificate, Grade D4. Two (2) Wastewater Managers assigned to Treatment (Grade 5) and Collections (Grade 4) will be reclassified to the new classification and three (3) vacant Water System Manager positions will be converted to the new classification. The new Water/Wastewater Manager - Certified classification will be assigned the new

salary range E23 and is being added to Exhibit 14. As a result of the creation of the new Water/Wastewater Manager - Certified classification, the Water System Manager class in Exhibit 14 is being retitled to Water Manager, as this classification will no longer manage water systems.

Lastly, the Salary Step Plan, Annual Leave for Employees in Exhibit 2, and Compensation for Full-Time Employees Occupying Permanent Positions in Exhibit 2 sections are being amended to reflect the new E ranges resulting from the addition of new classes to Exhibit 2, as identified in Exhibit 2 of the Salary Resolution.

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 Eleventh 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 Law Clerk, Senior Deputy City Attorney II and Senior Deputy City Attorney III, and retitling the Senior Deputy City Attorney to Senior Deputy City Attorney I in Exhibit 2, Unit 2 may result in increased salary and benefit expenses in Fiscal Year 2019 of approximately \$7,500 in the General Fund. The additional expenses do not require additional appropriations for the City Attorney's Office.

Adding the new classification of Water/Wastewater Manager - Certified in Exhibit 14, Unit 14 will result in increased salary and benefit expenses in Fiscal Year 2019 \$12,288 to All Funds with no cost to the General Fund. The additional expenses do not require additional appropriations for the Department of Public Utilities.

Attachments:

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

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

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

Salary Resolution Narrative: Salary Step Plan sections 2.O.1.a. and 2.O.2.a., Annual Leave section 10.B.1.c, and Compensation for Full-Time Employees Occupying Permanent Positions in Exhibit 2 section 19.G., to amend executive pay ranges in accordance with Exhibit 2.

Resolution: Eighth Amendment to FY19 Position Authorization Resolution No. 2018-158