



## Legislation Details (With Text)

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**Title:** Actions pertaining to the FY20 Salary Resolution No. 2019-135 and the FY20 Position Authorization Resolution (PAR) No. 2019-134

1. \*\*\*RESOLUTION - 3rd Amendment to FY 2020 Salary Resolution No. 2019-135, amending Exhibit 1, Unit 1, Non-Supervisory Blue Collar (Local 39) to add the flexible staffing footnote associated with the classifications of Wastewater Treatment Plant Technician and Wastewater Treatment Plant Specialist, effective December 9, 2019; Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes (Non-Represented) to add the new classification of Executive Assistant to the Retirement Administrator and provide an associated salary range, effective December 9, 2019; Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) to increase the salary range for Capital Development Specialist, effective December 9, 2019; and Exhibit 14, Unit 14, Management Classes to retitle the classification of Community Sanitation Manager to Graffiti Abatement Manager and increase the salary range, and add the new classification of Retirement Accounting Manager and provide a salary range, effective December 9, 2019 (Subject to Mayor's Veto)

2. \*\*\*RESOLUTION - 4th Amendment to the Position Authorization Resolution (PAR) No. 2019-134 adding one (1) Retirement Accounting Manager, effective December 9, 2019 (Subject to Mayor's Veto)

**Sponsors:** Personnel Services Department

**Indexes:**

**Code sections:**

**Attachments:** 1. FINAL\_SALARY\_TABLES\_3rd\_Amendment\_FY20\_Salary\_Resolution\_No.2019-135, 2. REDLINE\_SALARY\_TABLES\_3rd\_Amendment\_FY20\_Salary\_Resolution\_No.2019-135, 3. RESOLUTION\_3rd\_Amendment\_FY20\_Salary\_Resolution\_No.\_2019-135, 4. RESOLUTION\_4th\_Amendment\_FY20\_PAR\_No.2019-134, 5. Amended staff report.pdf, 6. Amended Resolution.pdf

Date	Ver.	Action By	Action	Result
12/5/2019	2	City Council	adopted as amended	Pass

## REPORT TO THE CITY COUNCIL

**December 5, 2019**

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

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

## SUBJECT

Actions pertaining to the FY20 Salary Resolution No. 2019-135 and the FY20 Position Authorization

Resolution (PAR) No. 2019-134

1. \*\*\*RESOLUTION - 3<sup>rd</sup> Amendment to FY 2020 Salary Resolution No. 2019-135, amending Exhibit 1, Unit 1, Non-Supervisory Blue Collar (Local 39) to add the flexible staffing footnote associated with the classifications of Wastewater Treatment Plant Technician and Wastewater Treatment Plant Specialist, effective December 9, 2019; Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes (Non-Represented) to add the new classification of Executive Assistant to the Retirement Administrator and provide an associated salary range, effective December 9, 2019; Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) to increase the salary range for Capital Development Specialist, effective December 9, 2019; and Exhibit 14, Unit 14, Management Classes to retitle the classification of Community Sanitation Manager to Graffiti Abatement Manager and increase the salary range, and add the new classification of Retirement Accounting Manager and provide a salary range, effective December 9, 2019 **(Subject to Mayor's Veto)**
2. \*\*\*RESOLUTION - 3<sup>rd</sup> Amendment to the Position Authorization Resolution (PAR) No. 2019-134 adding one (1) Retirement Accounting Manager, effective December 9, 2019 **(Subject to Mayor's Veto)**

**RECOMMENDATIONS**

It is recommended that Council approve the Third Amendment to Salary Resolution No. 2019-135, effective December 9, 2019, to:

- Amend Exhibit 1, Unit 1, Non-Supervisory Blue Collar (Local 39) to add the flexible staffing footnote reference for the classifications of Wastewater Treatment Plant Technician and Wastewater Treatment Plant Specialist;
- Add the new classification of Executive Assistant to the Retirement Administrator and respective salary range in Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes (Non-Represented);
- Amend Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) to increase the salary range for Capital Development Specialist; and
- Amend Exhibit 14, Unit 14, Management Classes to retitle the classification of Community Sanitation Manager to Graffiti Abatement Manager and increase the salary range; and add the new classification of Retirement Accounting Manager and respective salary range.

It is also recommended Council approve the 4<sup>th</sup> Amendment to the Position Authorization Resolution No. 2019-134, adding (1) position to the Retirement Division.

**EXECUTIVE SUMMARY**

In collaboration with the respective departments, Personnel Services has developed two new classifications and is retitling one existing classification. In addition, the salary range for Capital Development Specialist is being increased to align with other positions in the unit with similar scope and responsibilities. Finally, footnote "5" is being added to the classifications of Wastewater Treatment Plant Technician and Wastewater Treatment Plant Specialist to accurately reflect these classes as flexibly staffed.

To implement these actions, it is necessary to approve the Third Amendment to FY 2020 Salary Resolution No. 2019-135 and the Third Amendment to the Position Authorization Resolution No. 2019-134.

**BACKGROUND**

In 2017, the City completed a Classification and Compensation Study for Unit 1, Local 39 during

which several classifications were retitled and job specifications were revised. Through the process, the flexible staffing provision for Wastewater Treatment Plant Technician (formerly Wastewater Treatment Plant Operator I) and Wastewater Treatment Plant Specialist (formerly Wastewater Treatment Plant Operator II) was inadvertently removed. Flexible staffing allows departments to hire at the lower level class, provide on-the-job training, and to promote incumbents to the next higher level in the series once experience and requirements have been met. In order to maintain the ability to flexibly promote incumbents through the series as we have in the past, footnote “5” is being added to Wastewater Treatment Plant Technician and Wastewater Treatment Plant Specialist to accurately reflect the intent to designate these classes as flexibly staffed.

Personnel Services, in partnership with the Retirement Office, has established two new classifications: Executive Assistant to the Retirement Administrator and Retirement Accounting Manager. The Executive Assistant to the Retirement Administrator will perform a variety of complex and confidential administrative support duties for the Retirement Administrator including, but not limited to, critical and/or sensitive administrative assignments, and will serve as a liaison between the Retirement Administrator, Retirement Boards, City officials, employees and the public. This class will be assigned the E17 salary range in Exhibit 2. Upon adoption, the current Executive Assistant to the Department Director in the Retirement Office will be reclassified. The Retirement Accounting Manager will be responsible for managing accounting activities of the Accounting and Financial Section of the City of Fresno Retirement Systems (CFRS). Duties include, but are not limited to, general accounting functions, accounts payable, financial reporting, fixed assets, retirement benefits, payroll and operating trust and bank accounts. This class will be assigned the E24 salary range in Exhibit 14. The PAR Amendment adds 1 position in the department.

The salary range for Capital Development Specialist is being increased to align with Supervising Engineering Technician. The expectations, workload and output required of these positions are similar, including performing work related to capital improvement projects (CIP), overseeing the selection process for consultants, establishing project objectives and scope of work, and managing the design and construction process for City CIP's. The proposed salary adjustment will align these classifications, creating internal equity.

The classification of Community Sanitation Manager in Exhibit 14 will be retitled to Graffiti Abatement Manager to better describe the duties of the position which is responsible for the City's graffiti removal program. In addition, the salary range is being amended to align with other manager classes in the unit with similar scope of responsibilities.

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 Third Amendment to FY 2020 Salary Resolution No. 2019-135 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

Increasing the respective salary range of Capital Development Specialist in Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) may result in increased salary and benefit expenses in Fiscal Year 2020 of approximately \$19,640 to all funds. There is no impact to the General Fund. The additional expenses do not require additional appropriations for the various departments.

Adding one position for the new classification of Retirement Accounting Manager in Exhibit 14, Unit 14, Management Classes will result in increased salary and benefit costs of \$76,498, which is entirely paid for by Retirement Funds.

### Attachments:

Resolution: Third Amendment to FY20 Salary Resolution No. 2019-135

Salary Tables: Third Amendment to FY20 Salary Resolution No. 2019-135 - Redline

Salary Tables: Third Amendment to FY20 Salary Resolution No. 2019-135 - Final

Resolution: Fourth Amendment to Position Authorization Resolution No. 2019-134