



## Legislation Details (With Text)

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**Title:** Actions pertaining to the FY21 Position Authorization Resolution No. 2020-160 and the FY21 Salary Resolution No. 2020-157:

1. \*\*\*RESOLUTION - Adopt the 2nd Amendment to the Position Authorization Resolution No. 2020-160 adding one (1) position to the Information Services Administration Division of the Information Services Department: one (1) Programmer/Analyst IV, effective December 10, 2020 (Subject to Mayor's Veto)
2. \*\*\*RESOLUTION - Adopt the 2nd Amendment to FY 2021 Salary Resolution No. 2020-157, amending Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes (Non-Represented) to add the classification of Retirement Office Manager and providing a salary range for the respective class, effective December 21, 2020; and amending Exhibit 16, Benchmark Deleted Job Classifications or Deleted Pay Step to include the deleted classification Special Guard, effective December 10, 2020 (Subject to Mayor's Veto)

**Sponsors:** Personnel Services Department

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution Second Amendment to FY21 Salary Resolution No. 2020-157, 2. Salary Tables Second Amendment to FY21 Salary Resolution No. 2020-157 - Redline, 3. Salary Tables Second Amendment to FY21 Salary Resolution No. 2020-157 - Final, 4. Resolution Second Amendment to FY21 Position Authorization Resolution No. 2020-160

Date	Ver.	Action By	Action	Result
12/10/2020	1	City Council	adopted	

## REPORT TO THE CITY COUNCIL

**December 10, 2020**

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

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

## SUBJECT

Actions pertaining to the FY21 Position Authorization Resolution No. 2020-160 and the FY21 Salary Resolution No. 2020-157:

1. \*\*\*RESOLUTION - Adopt the 2<sup>nd</sup> Amendment to the Position Authorization Resolution No. 2020-160 adding one (1) position to the Information Services Administration Division of the Information Services Department: one (1) Programmer/Analyst IV, effective December 10, 2020 **(Subject to Mayor's Veto)**

2. \*\*\*RESOLUTION - Adopt the 2<sup>nd</sup> Amendment to FY 2021 Salary Resolution No. 2020-157, amending Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes (Non-Represented) to add the classification of Retirement Office Manager and providing a salary range for the respective class, effective December 21, 2020; and amending Exhibit 16, Benchmark Deleted Job Classifications or Deleted Pay Step to include the deleted classification Special Guard, effective December 10, 2020 **(Subject to Mayor's Veto)**

## RECOMMENDATION

It is recommended that Council adopt the Second Amendment to the Position Authorization Resolution No. 2020-160 authorizing the addition of one (1) full-time Programmer/Analyst IV position in the Information Services Department. This action will allow the Director of Information Services to hire an experienced programmer who will be assigned to the City Attorney's Office (CAO).

Additionally, it is recommended Council approve the Second Amendment to the Salary Resolution No. 2020-157 to:

- Add the new classification of Retirement Office Manager and respective salary range to Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes (Non-Represented), effective December 21, 2020; and
- Add the deleted classification of Special Guard in Exhibit 16, Benchmark Deleted Job Classifications or Deleted Pay Step, effective December 10, 2020.

## EXECUTIVE SUMMARY

There is an urgent need for a Programmer/Analyst IV (PA IV) within the Information Services Department, which will provide service to the City Attorney's Office (CAO). Due to the volume and complexity of technology used in the CAO it is necessary to add a Programmer/Analyst IV who can provide the necessary support especially with all of the technology used in the Code Enforcement division.

In collaboration with the Retirement Office, Personnel Services has developed a new classification of Retirement Office Manager to provide complex administrative support, contributing to the strategic planning, business functions, activities and organizational development of the Retirement Office. This class will be added to Exhibit 2.

In addition, the deleted classification of Special Guard is being benchmarked and added to Exhibit 16, Benchmark Deleted Job Classifications. This classification was deleted on April 1, 2002 but was not benchmarked at that time. Consistent with Fresno Municipal Code Section 3-205 DELETION OF CLASSES, the Personnel Department is benchmarking this classification to Police Cadet II and adding to Exhibit 16.

To implement these actions, it is necessary to approve the Second Amendment to FY Position Authorization Resolution No. 2020-160 and the Second Amendment to FY 2021 Salary Resolution No. 2020-157.

## BACKGROUND

In response to a request from the City Attorney's Office, Personnel Services and Information Services have reviewed the programming and technical needs within the City Attorney's Office and recommends adding a Programmer/Analyst IV position within the Information Services Department that will be assigned to the City Attorney's Office.

Within the City Attorney's Office there are a number of software programs and databases that require dedicated monitoring, maintenance, and de-bugging, including Accela, Photo Management, the Rental Housing Registry, FresGo, and ProLaw. Although virtual inspections are new to the CAO, improvements and modifications to the technical process of conducting these inspections is also expected to require the expertise of a Programmer/Analyst IV. The PAR Amendment adds one (1) position in the Information Services Department.

Personnel Services, in partnership with the Retirement Office has established the new classification of Retirement Office Manager. This is a single position classification that exercises considerable discretion and independent judgement while performing complex administrative tasks of a confidential and sensitive nature. The incumbent will support and contribute to the strategic planning, business functions, activities and organizational development of the Retirement Office, including information systems, property management, facility maintenance, repair, and improvement to the Retirement Office facility, and will coordinate assigned activities with other outside agencies and departments. This class will be assigned the E17 salary range in Exhibit 2. A current Executive Assistant to the Retirement Administrator employee will be reclassified following the adoption of this new classification.

On April 1, 2002, the City deleted the Special Guard classification and expanded the Police Cadet series by retitling Police Cadet to Police Cadet I and adding the new classification of Police Cadet II by way of the 10<sup>th</sup> Amendment to the FY02 Salary Resolution 2002-27. The new Police Cadet II class absorbed the Special Guard duties, thus the Special Guard class became obsolete. At that time, the City deleted the Special Guard class from the City's Classification Structure, Unit 8 Non-Represented, but inadvertently failed to benchmark the classification as required by Fresno Municipal Code Section 3-205. This action will correct that error.

The City provided notice to the respective bargaining units regarding the new classification and has concluded its' meet and confer obligation.

The City Attorney's Office has approved the Second Amendment to the Position Authorization Resolution No. 2020-160 and the Second Amendment to Salary Resolution No. 2020-157 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**

The addition of a Programmer/Analyst IV will result in additional General Fund salary and benefit expenses of approximately \$60,000 in FY 21. Adding the new classification of Retirement Office Manager, Unit 2, will not result in increased salary and benefit expenses in Fiscal Year 2021.

### **Attachments:**

Resolution: Second Amendment to FY21 Salary Resolution No. 2020-157

Salary Tables: Second Amendment to FY21 Salary Resolution No. 2020-157 - Redline

Salary Tables: Second Amendment to FY21 Salary Resolution No. 2020-157 - Final

Resolution: Second Amendment to FY21 Position Authorization Resolution No. 2020-160