

REQUEST FOR COUNCIL ACTION



CITY COUNCIL MEETING DATE:

DECEMBER 15, 2020

TITLE:

**ADOPT A RESOLUTION AMENDING THE
CLASSIFICATION AND COMPENSATION
PLAN TO CREATE ONE PART-TIME JOB
CLASSIFICATION AND AMEND THE
ANNUAL BUDGET TO RECLASSIFY TWO
POSITIONS IN THE PUBLIC WORKS
AGENCY AND ADD ONE POSITION IN THE
POLICE DEPARTMENT**

/s/ Kristine Ridge

CITY MANAGER

CLERK OF COUNCIL USE ONLY:

APPROVED

- ☐ As Recommended
- ☐ As Amended
- ☐ Ordinance on 1st Reading
- ☐ Ordinance on 2nd Reading
- ☐ Implementing Resolution
- ☐ Set Public Hearing For _____

CONTINUED TO _____

FILE NUMBER _____

RECOMMENDED ACTION

1. Adopt a Resolution amending the City's classification and compensation plan to create one part-time job classification in the Public Works Agency.
2. Amend the City's Fiscal Year 2020-21 Annual Budget to reallocate two vacant, full-time positions in the Public Works Agency to different job classification titles.
3. Amend the City's Fiscal Year 2020-21 Annual Budget to enhance the Police Department budget by one position.

DISCUSSION

For many years, the Public Works Agency has used Engineering Interns to perform para-professional engineering duties including data management, field surveys, CAD work, and responding to citizen inquiries. These interns provide useful assistance to the City while they pursue their formal education in engineering, and their intern assignments generally conclude when they graduate with their bachelor's degree. These interns provide useful assistance to the City while they pursue their formal education in engineering, and their intern assignments generally conclude when they graduate with their bachelor's degree. The Public Works Agency would benefit from the continued service of these employees but an internship is no longer relevant or appropriate after the incumbents finish their education. Therefore, the Executive Director of Public Works is proposing the creation of a part-time job classification titled Engineering Apprentice to convert the status of these employees from interns to part-time employees, as well as provide an opportunity for others who have completed formal engineering education and are interested in part-time employment. Approval of this new job classification will provide a more appropriate category of employment for personnel performing entry-level engineering duties on a part-time basis and will assist the department in meeting organizational needs in a cost-effective manner.

In the Fiscal Year 2019-20 budget, the City Council approved the addition of a Management Aide position to the Public Works Administrative Services Division, Refuse Enterprise. This position was added to provide staff support to address expanding refuse-related legislative mandates and new program implementation. However, upon further consideration it was determined that the Public Works Projects Specialist job classification would be more appropriate given that the position supervisor is a Projects Manager and the job description aligns more closely to the duties to be assigned. With approval from the City Council, this position will provide assistance needed in the Refuse Enterprise using a job classification in the correct job family, and will create a career ladder to position the Public Works Projects Specialist for future promotional opportunities.

The Executive Director of Public Works is also requesting a reclassification in its Engineering Services Division. In the Fiscal Year 2020-21 budget, the Engineering Services Division reorganized to combine the traditional Design Engineering and Construction Engineering sections into a unified Capital Improvement Project Delivery function. The reorganization establishes three Capital Delivery Teams to streamline operations and maximize project cohesiveness from design concept to construction completion.

To provide adequate staffing of the Capital Delivery Teams, the Public Works Agency is requesting Council approval to reclassify a vacant, funded Engineering Technician position to an Assistant Engineer position. Approval of this recommendation will provide the appropriate engineering support for delivering capital projects.

Finally, the Police Chief is requesting to use existing part-time funding to fund a new Human Resources Specialist position to support operations in the Police Department's Human Resources section. This request is timed with the departure of two part-time employees and the opportunity to replace them with an appropriate full-time job classification that will permit the assignment of a greater scope of work and responsibility. This new position will provide assistance in a variety of human resources areas including employee performance appraisal processing, personnel file maintenance, injured employee tracking, and completion of paperwork to effect personnel compensation changes. This request is supported by the City's Human Resources Department, which conducted an analysis of the work performed by the departing part-time employees and confirmed that the duties performed conform to the title Human Resources Specialist.

FISCAL IMPACT

Both the Management Aide (Refuse Enterprise) and Engineering Technician (Engineering Services) positions are new positions that have not been previously filled. Salary savings from these vacant positions will be used to fund the reclassified labor costs for the remaining seven months of this fiscal year.

	Administrative Services Refuse Enterprise Reclassify: Management Aide to Public Works Projects Specialist AU #06917640 Refuse Enterprise Fund	Engineering Services Capital Project Delivery Reclassify: Engineering Technician to Assistant Engineer AU #08617612 Engineering Services Fund
FY 2020-21 Salary Savings	(\$105,250)	(\$90,240)
Reclassified Budget Salary & Benefits (6 months)	\$58,920	\$53,560
FY 2020-21 Net Savings	(\$46,321)	(\$36,688)
Future Years – Estimated Annual Increase to Salary Budget	\$12,600	\$16,871

The Police Department's Human Resources Specialist position will be funded by existing part-time funding. It is estimated that the Human Resources Specialist will begin work on approximately March 1, 2021.

	Part-Time Salary Savings to Human Resources Specialist AU #01114402
FY 2021-22 Annual Salary Savings	(89,430)
Reclassified Budget Annual Salary & Benefits	82,110
Total	(7,320)

Amendment to Class and Comp Plan and Budget
December 15, 2020
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Fiscal Impact Verified By: Kathryn Downs, CPA, Executive Director – Finance and Management Services Agency

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Exhibit: 1. Resolution

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ANA TO AMEND RESOLUTION NO. 2015-026 TO EFFECT CERTAIN CHANGES TO THE CITY'S BASIC CLASSIFICATION AND COMPENSATION PLAN AND TO AMEND THE CURRENT ANNUAL BUDGET FOR FISCAL YEAR 2020-2021.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA ANA AS FOLLOWS:

Section 1: The City Council hereby finds, determines and declares as follows:

- A. Section 1004, Article X of the City Charter of the City of Santa Ana requires the City Manager to prepare, install and maintain a position classification and pay plan subject to civil service rules and regulations and the approval of the City Council.
- B. On June 16, 2015, the City Council adopted Resolution No. 2015-026 amending and re-establishing the Basic Classification and Compensation Plan for all Full-Time and Part-Time Classifications of Officers and Employees of the City of Santa Ana.
- C. On July 7, 2020, the City Council passed and adopted Ordinance No. NS-2991, establishing the City's Budget for Fiscal Years 2020-2021, authorizing position allocations for Fiscal Years 2020-2021, and requiring that alterations in the allocation of authorized positions be reviewed and approved by the City Council.
- D. It is the City's practice to assign job titles that reflect the duties and responsibilities of the classification and are consistent with other classifications within the City's organizational structure as well as comparable job titles in the labor market, while maintaining internal pay equity relationships and attracting and retaining qualified candidates.
- E. The Human Resources Department has completed a review of the various departmental requests to make changes to the City's organizational structure, classification titles, and staffing which revealed the need to effect certain changes to the City's Basic Classification and Compensation Plan.

- F. The Human Resources Department has completed a mid-year review of the various departmental requests to make changes to the City's organizational structure, classification titles, and staffing. The Public Works Agency is requesting the addition of one (1) part-time classification to the Basic Classification and Compensation Plan. The Public Works Agency is also requesting the reallocation of two (2) positions, and the Police Department is requesting the addition of one (1) full-time position to the FY 2020-2021 City Budget.
- G. The City Council has amended and reestablished the Basic Classification and Compensation Plan on numerous occasions since its adoption.
- H. It is now desired to amend Council Resolution No. 2015-026, as amended, in order to effect these changes, and desired to amend the Annual Budget for Fiscal Years 2020-2021, as amended, in order to effect these changes, as shown below:

Section 2: The Santa Ana City Council amends Resolution No. 2015-026, Exhibit "H" as follows:

- A. Adding the title for the following represented categories of non-civil service part-time classification title at the hourly five-step salary rate range indicated:

<u>5-Step Salary Rate Range Effective 10/20/2020</u>	
<u>Classification Title</u>	<u>Hourly Salary</u>
	<u>Minimum-Maximum</u>
Engineering Apprentice	\$20.77 - \$25.25

Section 3: That the City Budget for Fiscal Years 2020-2021, as amended, is hereby further amended by:

- A. Reallocating one (1) position in the Public Works Agency at the monthly seven-step rate range as indicated:

<u>7-Step Salary Rate Range Effective 07/01/20</u>		
<u>Classification Title</u>	<u>SSR</u>	<u>Monthly Salary</u>
		<u>Minimum-Maximum</u>
Reallocating from: Engineering Technician	638	\$4694-\$6291

Reallocating to:
Assistant Engineer

684

\$5876-\$7875

- B. Reallocating one (1) position in the Public Works Agency at the monthly six-step rate range to the monthly seven-step range indicated:

<u>Classification Title</u>	<u>SSR</u>	<u>6-Step Salary Rate Range Effective 07/01/20</u>
		<u>Monthly Salary Minimum-Maximum</u>
Reallocating from: Management Aide (UC)	642	\$5564-\$7102

Reallocating to:

<u>Classification Title</u>	<u>SSR</u>	<u>7-Step Salary Rate Range Effective 07/01/20</u>
		<u>Monthly Salary Minimum-Maximum</u>
Public Works Project Specialist	696	\$6230-\$8349

- C. Adding one (1) position in the Police Department at the monthly six-step rate range indicated:

<u>Classification Title</u>	<u>SSR</u>	<u>6-Step Salary Rate Range Effective 07/01/20</u>
		<u>Monthly Salary Minimum-Maximum</u>
Human Resources Specialist	581	\$4127-\$5269

Section 4: All salary rate range classifications are set forth in the City's "Salary Schedule" as periodically updated.

Section 5: That except as amended by this Resolution, all other provisions of Resolution No. 2015-026 as amended shall remain in full force and effect.

Section 6: That except as amended by this Resolution, all other provisions of the Annual Budget for Fiscal Years 2020-2021, as amended, shall remain in full force and effect.

Section 7: This Resolution is operative from and after the date upon which it is adopted.

ADOPTED this 15th day of December, 2020.

Vicente Sarmiento
Mayor

APPROVED AS TO FORM:
Sonia R. Carvalho
City Attorney

By: Laura A. Rossini
Laura A. Rossini
Chief Assistant City Attorney

AYES: Councilmembers _____
NOES: Councilmembers _____
ABSTAIN: Councilmembers _____
NOT PRESENT: Councilmembers _____

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Daisy Gomez, Clerk of the Council, do hereby attest to and certify the attached Resolution No. 2020-____ to be the original Resolution adopted by the City Council of the City of Santa Ana on December 15, 2020

Date: _____

Clerk of the Council
City of Santa Ana