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Title: Actions to Approve the New Classification of Senior Electric Crew Foreperson; Reclassify 1.0 Underground Crew Leader to 1.0 Senior Electric Crew Foreperson; Approve Salary Adjustments to Plans Examiner and Senior Plans Examiner; and Approve the As-Needed Salary Plan

Sponsors:

Indexes:

Code sections:

Attachments: 1. Senior Electric Crew Foreperson Class Specification, 2. Classified Salary Plan eff 12-12-2021 (for Council 12-07-2021), 3. As-Needed Salary Plan eff 12-26-2021 for council 12-7-2021, 4. City of Santa Clara Minimum Wage Ordinance No. 1969, 5. Resolution for As-Needed Salary Plan, 6. Resolution for Classified Salary Plan, 7. Resolution No. 21-9031, 8. Resolution No. 21-9032

Date	Ver.	Action By	Action	Result
12/7/2021	1	City Council and Authorities Concurrent	Approved	

REPORT TO COUNCIL

SUBJECT

Actions to Approve the New Classification of Senior Electric Crew Foreperson; Reclassify 1.0 Underground Crew Leader to 1.0 Senior Electric Crew Foreperson; Approve Salary Adjustments to Plans Examiner and Senior Plans Examiner; and Approve the As-Needed Salary Plan

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

Section 9 of the Personnel and Salary Resolution requires City Council approval of compensation plans for both classified and unclassified positions. California Code Regulations Section 570.5 governs and requires the adoption of updated publicly available salary schedules by the governing body. The proposed Council action satisfies these applicable requirements.

The City of Santa Clara contracts with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for employees in both classified and unclassified positions. When the City makes modifications to the salary schedules for its classified or unclassified positions, the City Council must approve and adopt the publicly available salary schedules to comply with California Code of Regulations (CCR) section 570.5.

New Class Specification: Senior Electric Crew Foreperson (Job Code 551)

The Classified Salary Plan is recommended to be revised effective December 12, 2021 to reflect the

creation of the Senior Electric Crew Foreperson (Job Code 551). This classification was created to manage the high demand of new and existing capital improvement projects as well as manage the differing contractors utilized by SVP. The Administration recommends approval to reclassify a 1.0 Underground Crew Leader (Job Code 887) to 1.0 Senior Electric Crew Foreperson (Job Code 551). The new class specification was approved by the Civil Service Commission on October 14, 2021.

Salary Adjustments: Plans Examiner (Job Code 630) and Senior Plans Examiner (Job Code 773)

The Classified Salary Plan is recommended to be revised effective December 12, 2021 to update the salary for Plans Examiner (Job Code 630) and Senior Plans Examiner (Job Code 773). These classifications have significant recruitment and retention challenges. In addition to revising the current salary to be competitive with the market, the Administration is recommending the implementation of an employee referral program to assist in the recruitment initiatives by the Department.

The As-Needed Salary Plan has been modified to reflect the change in the City of Santa Clara minimum wage that goes into effect January 1, 2022. The minimum wage for the City of Santa Clara will be increased to \$16.40/hour, which is based on the Regional Consumer Price Index per the Minimum Wage Ordinance. The proposed updates to the As-Needed Salary Plan are recommended to be effective December 26, 2021. Additionally, obsolete classifications titled Fire Inspector Aide (Job Code 473) and Traffic Control Trainee (Job Code 847) are being deleted from the As-Needed Salary Plan.

DISCUSSION

New Class Specification: Senior Electric Crew Foreperson (Job Code 551)

Human Resources coordinated with Silicon Valley Power (SVP) to create a new classification titled Senior Electric Crew Foreperson (Job Code 551). This classification is advanced supervisory level classification in the Classified service. This classification supervises the Electric Crew Foreperson series and may supervise multiple crews in the operations, maintenance, and construction of underground and electrical distributions lines. Additional duties include assisting in the planning and leading the training program for Journey Lineworkers (Job Code 560) and Journey Lineworker Apprentices (Job Code 561/561R), and performing other duties as assigned. This classification is the bridge classification between the Electric Division Manager (Job Code 104) classification and the Electric Crew Foreperson (Job Code 550) classification. This classification requires the ability to hold a Safety Clearance and direct work at the Electric Utility under this clearance.

Senior Electric Crew Foreperson (Job Code 551) - with an annual salary range of \$163,538.28 - \$208,845.12 (Steps 1-7). The Senior Electric Crew Foreperson (Job Code 551) is responsible for directing, monitoring, and auditing the work of contractors and supervising the work of multiple crews.

Additionally, the Administration recommends approval to reclassify a 1.0 Underground Crew Leader (Job Code 887) to 1.0 Senior Electric Crew Foreperson (Job Code 551).

Salary Adjustments: Plans Examiner (Job Code 630) and Senior Plans Examiner (Job Code 773)

The Community Development Department and Human Resources Department have encountered recruitment and retention issues with the Plans Examiner (Job Code 630) and Senior Plans Examiner (Job Code 773) classifications. In an effort to address these issues, the Human Resources Department conducted a salary analysis of the Plans Examiner (Job Code 630) and Senior Plans Examiner (Job Code 773) against the City’s comparator agencies. Based upon the results of the survey, it is recommended to increase the Plans Examiner (Job Code 630) salary by approximately 5% and the Senior Plans Examiner (Job Code 773) salary by approximately 10% in order to be more competitive with the market and assist with recruitment and retention challenges with these classifications.

The salary ranges will be adjusted as follows:

Classification	Current Annual < https://www.santaclaraca.gov/home/showpublisheddocument/64286/63745358492870000 >		New Annual (Approximate)	
	Step 1	Step 7	Step 1	Step 7
Plans Examiner (Job Code 630)	\$111,720	\$142,656	\$117,360	\$149,880
Senior Plans Examiner (Job Code 773)	\$117,360	\$149,880	\$129,456	\$165,168

Approval and Adoption of the Salary Plan for As-Needed Positions

The As-Needed Salary Plan is recommended to be modified in order to comply with the City’s Minimum Wage Ordinance increase of \$16.40/hour that goes into effect January 1, 2022. Due to the compaction caused by the minimum wage increase, the Administration is conducting a salary study for various As-Needed classifications. The Administration will return at a later date with proposed salary adjustments for those classifications.

In order to address current compaction issues, the Administration is recommending a salary adjustment to Senior Library Page (Job Code 756), to address compaction issues with the lower level Library Page (Job Code 542) classification. The Administration is also recommending a salary adjustment to the Recreation Leader II (Job Code 682) classification, in order to address compaction with the lower level Recreation Leader I (Job Code 681) classification, until the Administration brings forward the revised salary recommendation.

The As-Needed Salary Plan is recommended to be modified as follows:

- Temporary Employee (Job Code 349) - with an hourly range of \$16.40 - \$200.00,
- Crossing Guard (Job Code 362) - with an hourly range of \$16.40 - \$17.21,
- Emergency Medical Technician (Job Code 100) - with an hourly range of \$16.40 - \$20.19,
- Instructor/Lifeguard (Job Code 501) - with an hourly range of \$16.40 - \$16.67,
- Laborer (Job Code 502) - with a flat hourly rate of \$16.40,
- Library Page (Job Code 542) - with a flat hourly rate of \$16.40,

- Library Technology Aide (Job Code 537) - with a flat hourly rate of \$16.40,
- Lifeguard (Job Code 543) - with a flat hourly rate of \$16.40,
- Nutrition Meal Server (Job Code 608) - with an hourly range of \$16.40 - \$18.09,
- Pool Manager (Job Code 666) - with an hourly range of \$16.40 - \$19.34,
- Records Assistant (Job Code 606) - with an hourly range of \$16.40 - \$18.41,
- Recreation Instructor (Job Code 699) - with an hourly range of \$16.40 - \$18.58,
- Recreation Leader I (Job Code 681) - with a flat hourly rate of \$16.40,
- Recreation Leader II (Job Code 682) - with an hourly range of \$16.40 - \$16.81,
- Recreation Leader III (Job Code 683) - with an hourly range of \$16.40 - \$17.25,
- Recreation Office Assistant (Job Code 698) - with an hourly range of \$16.40 - \$18.58,
- Recreation Specialist (Job Code 686) - with an hourly range of \$16.40 - \$18.58,
- Senior Library Page (Job Code 756) - with an hourly range of \$17.22 - \$20.96,
- Student Intern I (Job Code 497) - with an hourly range of \$15.65 - \$18.72; and
- Traffic Control Trainee (Job Code 847)- with a flat hourly rate of \$16.40.

Delete the following obsolete classifications:

- Fire Inspector Aide (Job Code 473); and
- Traffic Control Trainee (Job Code 847).

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

SVP intends to reclassify a vacant 1.0 Underground Crew Leader (Job Code 887) position to the newly created classification of Senior Electric Crew Foreperson (Job Code 551). The anticipated cost of this change is approximately \$50,000 (including the cost of benefits) in FY 2021/22 based on comparing both positions at step 2 of the salary scale. The increase should be able to be absorbed by the department.

The salary adjustment for the Plans Examiner (Job Code 630) fiscal impact would not be significant. Since only the later salary steps exceed the current range, the maximum anticipated change in FY 2021/22 would be approximately \$12,000 annually including benefits. Since this change would be prorated, due to being effective in late November, the actual total maximum change would be approximately \$7,000 per position for FY 2021/22. Based on the current approved number of Plan Examiners (5), the total fiscal impact would be \$35,000.

The salary adjustments for Senior Plans Examiner (Job Code 773) fiscal impact would approximately be \$19,000 including benefits in FY 2021/22, based on comparing the change in salary costs at step 1 of the salary scale. Prorated this would be an anticipated cost increase of \$11,000 per position and a total of \$44,000 based on the current number of approved Senior Plans Examiner positions (4). Due to the high number of vacancies currently in the Community Development Department’s - Building Division, both increases in the salary scale of the Plans Examiner and Senior Plans Examiner should be able to be absorbed in the Building Division’s current operating budget.

The fiscal impact to the FY 2021/22 Operating Budget to update as-needed class specifications that are covered under the City's Minimum Wage Ordinance increase from \$15.65 per hour to \$16.40 per hour effective January 1, 2022 is approximately \$14,000 for the remainder of FY 2021/22. This estimate is based on the average number of as-needed hours worked in 2020 and 2021. This additional cost will be absorbed by the various departments in their existing budgets for FY 2021/22.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

1. Approve the creation of Senior Electric Crew Foreperson (Job Code 551) and the Reclassification of 1.0 Underground Crew Leader (Job Code 887) position to the newly created classification of Senior Electric Crew Foreperson (Job Code 551);
2. Approve salary adjustments for Plans Examiner (Job Code 630) and Senior Plans Examiner (Job Code 730);
3. Approve salary adjustments for various As-Needed classifications in compliance with the Minimum Wage Ordinance; and
4. Adopt a Resolution to approve the revised salary plans for various classified and as-needed positions to satisfy the requirements of California Code of Regulations Section 570.5 effective December 12, 2021.

Reviewed by: Aracely Azevedo, Director of Human Resources

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Senior Electric Crew Foreperson Class Specification
2. Classified Salary Plan Effective December 12, 2021 (for Council December 7, 2021)
3. As-Needed Salary Plan Effective December 26, 2021 (for Council December 7, 2021)
4. Minimum Wage Ordinance
5. Resolution Update Classified Salary Plan
6. Resolution Update As-Needed Salary Plan