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**Title:** Action to Approve New and Modified Class Specifications and to Adopt a Resolution Approving and Adopting the Updated Salary Plan for Two Unclassified Positions

**Sponsors:**

**Indexes:**

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**Attachments:** 1. Communications and Outreach Manager Class Specification, 2. Deputy City Clerk Class Specification, 3. Resolution, 4. 2019 Unclassified Salary Schedule (effective 2019-10-29), 5. RESOLUTION

Date	Ver.	Action By	Action	Result
10/22/2019	1	City Council and Authorities Concurrent	Adopted	

**REPORT TO COUNCIL**

**SUBJECT**

Action to Approve New and Modified Class Specifications and to Adopt a Resolution Approving and Adopting the Updated Salary Plan for Two Unclassified Positions

**BACKGROUND**

Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval of new job classifications and specifications. 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.

**New and modified unclassified class specifications**

The Community and Outreach Manager is a new classification in the City’s unclassified service that has been created to better align with the needs of the Communications team within the City Manager’s Office. The Deputy City Clerk class specification was revised to modify the minimum qualifications to better align with similar classifications. These classifications are in the City’s unclassified service, serving at the discretion of the City Manager on an “at will” basis.

**Approval and adoption of the salary schedule for various unclassified and classified positions**

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.

The Community and Outreach Manager classification, approved as a placeholder in the budget, is being added to the salary schedule and will require formal adoption by Council. This report includes formal approval of the corresponding updates to the unclassified salary schedule.

## **DISCUSSION**

### **Creation of the Communications and Outreach Manager class specification**

The Human Resources Department worked with the Communications team in the City Manager's Office to create a specialized classification that is responsible for the development, implementation, and coordination of a variety of public information and outreach programs and services. This position will focus on developing communication strategies to meet the goals for various City initiatives and programs. The recommended salary range will align with the existing Web and Digital Media Manager classification.

Communications and Outreach Manager - with an annual salary range of \$124,188.00 - \$160,704.00 (including longevity). This is a management level classification, responsible for producing and coordinating communications and marketing efforts and oversee Santa Clara City Television operations.

### **Modifications to the Deputy City Clerk class specification**

The Human Resources Department coordinated with the City Clerk's Office to make modifications to the Deputy City Clerk class specification. Revisions included modifications to the minimum qualifications, that would allow experience to be substituted for education, in an effort to expand the applicant pool. There is no proposed change to the current salary range.

Deputy City Clerk - with an annual salary range of \$107,712.00 - \$139,404.00 (including longevity). This classification is responsible for developing, implementing and coordinating projects, programs and procedures. This classification assists in the maintenance of the centralized records management system, and assists in the publication of legal notices, Resolutions, Official Minutes, and other Public Records.

### **Approval and adoption of the salary schedule for unclassified positions**

The Unclassified Salary Schedule is recommended to be modified as follows:

Communications and Outreach Manager - with an annual salary range of \$124,188.00 - \$160,704.00, as recommended in this Council Report.

## **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**

The FY 2019/20 and 2020/21 Adopted Budget included the addition of 1.0 Communications and Outreach Manager position as a placeholder pending City Council approval of a new classification. If the City Council approves the new classification, there is no additional fiscal impact to the City for this position.

Additionally, there is no recommendation to adjust the salary range for the Deputy City Clerk class specification.

### **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) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve amendments to the City of Santa Clara Salary Plan effective October 29, 2019 to:

1. Approve new class specification for Communications and Outreach Manager and set compensation;
2. Approve modified class specification for Deputy City Clerk; and
3. Adopt a Resolution to approve and adopt the revised salary plan for various unclassified positions to satisfy the requirements of California Code of Regulations Section 570.5.

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Communications and Outreach Manager Class Specification
2. Deputy City Clerk Class Specification
3. Resolution approving and adopting updated unclassified salary plan
4. 2019 Unclassified Salary Schedule (effective 2019-10-29)