



Agenda Report

19-480

Agenda Date: 5/21/2019

REPORT TO COUNCIL

SUBJECT

Action to Approve New Job Specification, and Set Compensation, for Public Works Supervisor

BACKGROUND

The Public Works Supervisor is a new supervisory position in the City's classified service. The Civil Service Commission approved the job specification for Public Works Supervisor at its regular meeting of November 19, 2018. 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.

DISCUSSION

The Public Works Supervisor is a supervisory position in the classified service in the Public Works Department serving one of the following divisions: Fleet Operations; Facilities Maintenance, which includes Building Maintenance and Mechanical Maintenance; Traffic Street/Storm Maintenance; or Landscape Maintenance. This new classification was created and approved as part of the Fiscal Year 2017/18 Operating Budget with placeholder positions in an effort to standardize requirements for this lead and journey-level position across all divisions of the Public Works Department. As part of this approval, the employees in the classifications listed above received a 5% out of class pay, until such time that the City Council approved the job specification of Public Works Supervisor and salary range.

The Human Resources Department (HR) completed initial classification and compensation studies for this new position. In coordination with the Public Works Department, Human Resources created the job specification for Public Works Supervisor, which was approved by the Civil Service Commission on November 19, 2018. HR made an initial recommendation to set the salary range at A-35 (\$8,445 to \$10,788/monthly). The salary survey was reviewed with the Public Works Department and the Employees Association (Units 5, 7, & 8). Following the discussions and after additional information was provided, further review of the compensation study was completed, as well as a review of internal classifications that had similar scope and level of responsibility. As a result of this additional review, the Human Resources Department revised its initial recommendation to the salary grade as described herein. This classification will be represented by the Employees Association (Units 5, 7, and 8) and that bargaining group has had an opportunity to review and provide input for this new classification.

The job description of the Public Works Supervisor classification includes:

- Supervision of the activities of lead staff, field crews, and individuals working on the inspection, service, and repair of City-owned equipment and vehicles;
- Maintenance and repair of City buildings;

- Maintenance, operation, installation, troubleshooting, and repair of electrical and mechanical equipment in City buildings; and
- Traffic maintenance activities, street and storm drain construction, street maintenance; or landscape maintenance.

The current Building Maintenance Foreman, Mechanical Maintenance Foreman, Automotive Foreman/Forewoman, Street Maintenance Foreman, and Landscape Foreman/Forewoman positions in the Public Works Department will be reclassified into the Public Works Supervisor.

The current salary grades for the various Foremen classifications range from A-30 to A-37. Based on the study of essential functions, minimum qualifications, and salaries from neighboring jurisdictions, as well as internal salaries for similar positions, the recommended salary schedule for this position is A-38 (\$9,089 to \$11,599/monthly). This recommendation has been reviewed with the Public Works Department and Unit 5, 7, and 8.

Upon Council approval of the job specification and salary range, the Human Resources Department will conduct an internal testing process per Civil Service Rule 3.17. The positions will be posted for qualified internal staff to apply, and highly qualified candidates will be invited to test. Candidates who successfully complete the test will be certified to the hiring department, and a selection for each vacancy will be made.

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 fiscal impact of reclassifying the Automotive, Building Maintenance, Mechanical Maintenance, Traffic, Street Maintenance, and Landscape Foreman/Forewoman classifications to Public Works Supervisor would be \$147,016 for fiscal year 2019/20 and \$151,050 for fiscal year 2020/21. The Public Works Department will absorb the additional cost through anticipated salary savings; if any further budget adjustments are needed, a recommendation to adjust the Department’s Salaries budget will be submitted to the City Council for consideration.

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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the job specification for Public Works Supervisor and set the salary range at A-38.

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

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Public Works Supervisor Job Specification