Legislation Details (With Text)

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File created:	4/19/2021			**In control:**	Council and Authorities Concurrent Meeting
On agenda:	5/4/2021			**Final action:**	
Title:	Actions to Approve a New Class Specification Titled Assistant Director of Community Development (Job Code 038) and Adopt a Resolution Approving and Adopting the Updated Unclassified Salary Plan				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Assistant Director of Community Development (Job Code 038) Class Specification, 2. Unclassified Elected Salary Plan (Effective 5-16-2021) approved 05-04-2021, 3. Resolution, 4. POST MEETING MATERIAL, 5. Resolution No. 21-8961				

Date	Ver.	Action By	Action	Result
5/4/2021	1	Council and Authorities Concurrent Meeting	Approved	Pass

REPORT TO COUNCIL

SUBJECT

Actions to Approve a New Class Specification Titled Assistant Director of Community Development (Job Code 038) and Adopt a Resolution Approving and Adopting the Updated Unclassified Salary Plan

COUNCIL PILLAR

Manage Strategically Our Workforce Capacity and Resources

BACKGROUND

Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval of new job classifications. Section 9 of the Personnel and Salary Resolution requires City Council approval of compensation plans for 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 Class Specification: Assistant Director of Community Development (Job Code 038)

The Administration recommends the creation of a new class specification titled Assistant Director of Community Development (Job Code 038) to meet the structural and increasing needs of the Community Development Department.

Approval and Adoption of the Unclassified Salary Plan

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 Unclassified Salary Plan has been updated to reflect the new classification of Assistant Director of Community Development (Job Code 038). These proposed updates to the Unclassified Salary Plan are recommended to be effective May 16, 2021.

DISCUSSION

Creation of the Assistant Director of Community Development (Job Code 038) Class Specification

The Human Resources Department coordinated with the Community Development Department to create a new classification titled Assistant Director of Community Development (Job Code 038). This classification serves as second in command to the Director of Community Development and may serve in their absence. This classification has been created to add an additional layer of management to assist with setting the strategic goals and priorities for the Department and will have responsibility for multiple projects across divisions.

> Assistant Director of Community Development (Job Code 038) - with an annual salary range of approximately $188,462.00 - $245,000.00. This classification is responsible for performing a wide range of complex administrative functions in the Department. The Assistant Director acts as Director in the Director's absence, and assists in the overall management of the Department, including assistance with oversight of planning and building permitting, interaction with the City Council, development of support systems including technology, and leadership of high-profile special projects.

Approval and Adoption of the Unclassified Salary Plan

The Unclassified Salary Plan is recommended to be modified to:

> Create the Assistant Director of Community Development (Job Code 038) classification - with an annual salary range of approximately $188,462.00 - $245,000.00

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 addition of an Assistant Director position is estimated to cost $321,000. If approved, Development Enterprise Funds will be used to support the creation of this position and reallocate funding from existing Community Development Department management staff with no impact to the General Fund. If this action is approved by the City Council, the fiscal impact, and addition of the Assistant Director position will be reflected in the final actions to adopt the FY 2021/22 Operating Budget, scheduled to be heard on June 22, 2021.

COORDINATION

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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 the Assistant Director of Community Development (Job Code 038) Class Specification; and
2. Adopt a Resolution to approve the revised unclassified salary plan to satisfy the requirements of California Code of Regulations Section 570.5.

Reviewed by: Aracely Azevedo, Director, Human Resources
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Assistant Director of Community Development (Job Code 038) Class Specification
2. Unclassified Elected Salary Plan (Effective 2021-05-16) and Approved 2021-05-04
3. Resolution