



Agenda Report

18-436

Agenda Date: 5/15/2018

REPORT TO COUNCIL

SUBJECT

Action on the New Job Specification and Set Salary Range for Electric Utility Chief Operating Officer

BACKGROUND

This new senior management level classification is responsible for the oversight and direction for the fiscal, administrative, and managerial operations of the electric utility, as well as support and coordination with various divisions and teams within the utility and other City department stakeholders. Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval of new job classifications and specifications.

DISCUSSION

This new unclassified “at will” position has supervisory and support responsibilities for the utility’s divisions of Planning and Strategic Services and Energy Distribution. The position is expected to exercise critical thinking and detail oriented oversight in ensuring that utility operations are smooth, efficient, and compliant, with responsibility for results including costs, methods, and staffing. The position is responsible for forecasting service requirements and for planning, organizing and directing assigned resources of the electric utility division in order to meet those requirements. This includes developing and administering the department operations and capital improvement budgets. The incumbent acts as the Chief Electric Utility Officer in his/her absence. Typical duties include the responsibility for the development and implementation of the Department’s overarching management strategy and leads the Department’s strategic short term and long-range plan; coordinating the Department’s operations and capital improvement budgets; making public presentations regarding utility finances and operating issues; conducting research and analysis of complex technical issues; evaluates options and makes recommendations for action; prepares staff reports and recommendations.

The Knowledge, Skills and Abilities sections includes key items such as: the knowledge of the principles and practices of leadership and management including problem solving, strategic planning and conflict resolution practices and techniques; applicable laws and regulations affecting the electric utility industry; and the principles and practices of municipal budget preparation and forecasting. Abilities include: the ability to understand the roles and relationships of the various components of Federal and State policymaking and implementation processes in order to formulate effective strategies and alliances to represent the interests of the City’s municipal utility and manage complex projects that further the long term objectives of the department and the City.

The job description continues to incorporate the expectation for the incumbent to adhere to the City’s Code of Ethics and Values, and demonstrate strong professional and service-oriented leadership.

The recommended monthly salary range for this position is \$18,697 to \$24,196 based upon the

duties, market rate, and years of experience required for this position. This would result in this position being approximately fifteen percent (15%) above the maximum monthly salary range for the Assistant Director of Electric Utility and approximately twenty-eight percent (28%) below the maximum monthly salary for Chief Electric Utility Officer, which is a desirable spread to avoid salary compaction.

Addition of this senior management level classification will be reflected in amendments to Chapter 2.65 of the City Code, which will be brought forward to Council at a future meeting together with amendments to other code sections being amended for similar reasons (i.e., structural changes within the department).

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 increased cost for FY 2017/18 will be absorbed within existing department appropriations. The FY 2018/19 Recommended Budget will include the recommended monthly salary range for this position.

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 report to council 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 new unclassified job description for Electric Utility Chief Operating Officer and establish the unclassified monthly salary range to \$18,697 to \$24,196.

Reviewed by: Julia Hill, Human Resources Interim Director

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Job Description - Electric Utility Chief Operating Officer