



## Agenda Report

21-1002

Agenda Date: 9/7/2021

### REPORT TO COUNCIL

#### **SUBJECT**

Actions to Approve Various Modifications to Existing Classified Classifications and Adopt a Resolution Approving and Adopting the Revised Classified Salary Plan, and Add a Management Analyst Position Previously Approved in the Stadium Authority's Budget

#### **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 or revised classifications. Section 9 of the Personnel and Salary Resolution requires City Council approval of compensation plans for 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.

#### **Various Modifications to Existing Classified Classifications**

The Human Resources Department recommends modifying and revising the Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) class specifications in order to align with current duties performed by incumbents. Additionally, it is recommended these classifications are made flexibly staffed to allow for promotional opportunities within the Department.

The Water and Sewer Utilities Department coordinated with the Human Resources Department to modify and retitle the Water Resource Planner (Job Code 907) to Water Resources Specialist (Job Code 907) to better align with the duties required to be performed by the classification.

The Water and Sewer Utilities Department worked with the Human Resources Department to revise and merge the Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) classifications into one classification titled Assistant Water and Sanitary Sewer Superintendent (Job Code 229) and delete the classification of Assistant Sanitary Sewer Superintendent (Job Code 235).

These modifications have been approved by the Civil Service Commission.

#### **Approval and Adoption of the Classified 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 Classified Salary Plan has been updated to reflect the retitle of Water Resource Planner (Job Code 907) to Water Resources Specialist (Job Code 907), merge Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) class specifications into one newly retitled Assistant Water and Sanitary Sewer Superintendent (Job Code 229), and delete the Assistant Sanitary Sewer Superintendent (Job Code 235). These proposed updates to the Classified Salary Plan are recommended to be effective September 5, 2021.

## **DISCUSSION**

### **Revise and Make Flexibly Staffed the Human Resources Technician (Job Code 508) And Senior Human Resources Technician (Job Code 747) Class Specifications**

The Human Resources Department revised the Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) to be in alignment with current duties performed by the incumbents. These classifications are proposed to be flexibly staffed to allow for promotional opportunities within the Department. Revisions to the class specifications were reviewed with the City of Santa Clara Employees' Association (Units 5, 7 & 8) and approved by the Civil Service Commission on May 10, 2021.

Human Resources Technician (Job Code 508) - with an annual salary range of approximately \$75,708.00 - \$96,468.00. This classification is responsible for performing a variety of tasks associated with the preparation, processing, and administration of recruitment and selection programs; workers' compensation and benefits programs; classification and compensation plans; employee relations; personnel records; and assist in the collection, preparation, analysis, and processing of policies, classifications, compensation, and benefits data.

Senior Human Resources Technician (Job Code 747) - with an annual salary range of approximately \$77,568.00 - \$98,844.00. This classification is responsible for performing work in a lead capacity of varied work under general supervision with full responsibility for the follow-through on details on a significant number of assigned projects related to the functions of the Human Resources Department.

### **Revise and Retitle the Water Resources Planner (Job Code 907) Class Specification to Water Resources Specialist (Job Code 907)**

The Human Resources Department coordinated with the Water and Sewer Utilities Department to revise the newly retitled Water Resources Specialist (Job Code 907) to be in alignment with duties required to be performed by the classification. Additionally, retitling the classification better aligns with the duties performed of the position in a specialist capacity. Revisions to the class specification were reviewed with the City of Santa Clara Employees' Association (Units 5, 7 & 8) and approved by the Civil Service Commission on May 10, 2021.

Water Resources Specialist (Job Code 907) - with an annual salary range of approximately

\$98,844.00 - \$126,456.00. This classification is responsible for performing analysis duties related to water resource planning, water conservation, regulatory and financial analysis assignments related to water (potable and recycled) and wastewater in compliance with general and environmental regulations.

*Revise and Merge the Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) Class Specifications to Assistant Water and Sanitary Sewer Superintendent (Job Code 229), and Delete the Assistant Sanitary Sewer Superintendent (Job Code 235) Class Specification*

The Human Resources Department coordinated with the Water and Sewer Utilities Department to merge the Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) class specifications into one classification, Assistant Water and Sanitary Sewer Superintendent (Job Code 229). Due to the merge, the Assistant Sanitary Sewer Superintendent (Job Code 235) class specification is recommended to be deleted. Merging the classifications will assist in cross training opportunities across the Department and meet the operational needs of the Department. Additionally, by cross training employees within the Department, this will allow in succession planning and promotional opportunities for employees. Modifications to the classification include administrative revisions and updating the *Typical Duties* and *Knowledge, Skills, and Abilities* sections to be in alignment with the current duties performed by the position. Revisions to the class specification were reviewed with the City of Santa Clara Employees' Association (Units 5, 7 & 8) and approved by the Civil Service Commission on August 9, 2021.

Assistant Water and Sanitary Sewer Superintendent (Job Code 229) - with an annual salary range of approximately \$109,068.00 - \$139,188.00. This classification is a supervisory position responsible for overseeing the Water Construction, Water Operations, or Sanitary Sewer Divisions within the Water and Sewer Utilities Department.

*Approval and Adoption of the Classified Salary Plan*

The Classified Salary Plan is recommended to be modified to:

- Retitle the Water Resource Planner (Job Code 907) to Water Resources Specialist (Job Code 907) classification - with an annual salary range of approximately \$98,844.00 - \$126,456.00;
- Merge the Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) classifications into one classification titled Assistant Water and Sanitary Sewer Superintendent (Job Code 229) - with an annual salary range of approximately \$109,068.00 - \$139,188.00; and
- Delete the Assistant Sanitary Sewer Superintendent (Job Code 235) classification.

*Addition of 1.0 FTE Management Analyst in the City Manager's Office supporting Santa Clara Stadium Authority*

The approval of the FY 2021/22 Santa Clara Stadium Authority (SCCA) Budget included funding for 1.0 FTE Management Analyst position to support existing staff with oversight duties and other

administrative work. The recommended action adds the position to the City Manager's Office as it was inadvertently omitted from the City's Adopted FY 2021/22 and FY 2022/23 Biennial Operating Budget document.

### **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**

There is no fiscal impact to revise, retitle, or merge class specifications. The addition of 1.0 FTE Management Analyst position has an annual cost of \$183,760 that is included in the Stadium Authority Budget and reimbursed by the Stadium Authority.

### **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>> .

### **RECOMMENDATION**

1. Approve revisions to various class specifications including, making the Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) flexibility staffed, retitling Water Resources Specialist (Job Code 907; formerly Water Resources Planner), and merging the Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) classifications into one classification titled Assistant Water and Sanitary Sewer Superintendent (Job Code 229) and deletion of Assistant Sanitary Sewer Superintendent (Job Code 235);
2. Adopt a Resolution to approve the revised classified salary plan to satisfy the requirements of California Code of Regulations Section 570.5; and
3. Approve the addition of 1.0 FTE Management Analyst in the City Manager's Office.

Reviewed by: Aracely Azevedo, Director, Human Resources

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Human Resources Technician (Job Code 508) Class Specification
2. Senior Human Resources Technician (Job Code 747) Class Specification
3. Water Resource Specialist (Job Code 907) Class Specification
4. Assistant Water and Sanitary Sewer Superintendent (Job Code 229) Class Specification
5. Classified Salary Plan (Effective 2021-09-05) and Approved 2021-09-07
6. Resolution