



Agenda Report

18-1551

Agenda Date: 12/4/2018

REPORT TO COUNCIL

SUBJECT

Action to Revise Job Specifications for Deputy Fire Chief, Battalion Chief, Water and Sewer Operations Manager, and Human Resources Division Manager, and to Approve and Set Compensation for a New Job Specification of Deputy City Clerk

BACKGROUND

The Deputy Fire Chief, Battalion Chief, Water and Sewer Operations Manager, Human Resources Division Manager, and Deputy City Clerk positions are management positions in the City's unclassified service and the incumbents will serve at the discretion of the City Manager in an "at will" basis. 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 Deputy Fire Chief, Battalion Chief, Water and Sewer Operations Manager, Human Resources Division Manager, and Deputy City Clerk job descriptions incorporate the expectations for the incumbents to adhere to the City's Code of Ethics and Values, and demonstrate strong professional and service-oriented leadership. All job descriptions have been reviewed by and discussed with the appropriate bargaining unit. This report goes over key elements for each of the positions.

Deputy Fire Chief

This is a key management position responsible for the management of one or more divisions of the Fire Department.

Key changes include increasing the years of experience in order to be in line with the promotional structure of the Fire Department, as well as making Fire Captains with enough years of experience eligible to test and promote to this position. Language was added to the duties to include assisting with tasks relating to the department's recent accreditation, as well as serving as a Public Information Officer for the department whenever necessary.

Battalion Chief

This is a management position responsible for a division within the Fire Department. The position exercises independent judgment and discretion; manages and directs employees; formulates administrative policies for the effective use of assigned personnel; supports the direction established by the Fire Chief and City Manager as well as policies established by the City Council for the delivery of public safety service to the citizens.

Key changes include adjusting the years of experience in order to be in line with the promotional structure of the Fire Department. Language was added to each Division's duties to include assisting

with tasks relating to the department's recent accreditation, as well as serving as a Public Information Officer for the department whenever necessary.

Water and Sewer Operations Manager

This is a division manager position in the Unclassified service, responsible for the work of field crews engaged in the construction, maintenance, and operation of the City's water distribution and sewer systems.

Staff recommends updating the classification title for the Water and Sewer Superintendent to Water and Sewer Operations Manager, as well as revising the job description, to reflect the duties performed as a manager overseeing the operations of the division. Key changes include duties relating to planning and managing the activities of the water division, work pertaining to water and wastewater systems, and assisting the department with developing the department's goals.

Human Resources Division Manager

This is a professional managerial position in the Unclassified Service responsible for supervising a Division of the Human Resources Department.

Key changes include adding Knowledge, Skills and Abilities pertaining to assisting in the department budget; utilizing research methods and statistical analysis; keeping abreast with pertinent rules, regulations, and laws; and supervising staff.

Deputy City Clerk

This is a new classification for a management position in the unclassified service responsible for assisting the Assistant City Clerk in the administration of the City Clerk's Office. This position will assist in developing, implementing and coordinating projects, programs and procedures within the City Clerk's Office. The incumbent will assist the Assistant City Clerk with coordinating and preparing for meetings, reviewing and analyzing policies and procedures for effectiveness, and the work involved in holding municipal elections. The current Management Analyst position in the City Clerk's Office will be reclassified into the Deputy City Clerk, based on the need for a classification that reflects specific duties performed in the City Clerk's Office.

The recommended monthly salary range for this position is \$8,631 to \$11,170 based on the duties and level of experience required for this position. This is the same salary range as the current Management Analyst position.

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 the City in approving the revised job descriptions. The Deputy Fire Chief, Battalion Chief, Water and Sewer Operations Manager, and Human Resources Division Manager salary ranges remain the same and the positions are currently budgeted.

There will be no increased cost for FY 2018/19 in approving the Deputy City Clerk job description due

to the existing Management Analyst position being reclassified into the Deputy City Clerk 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 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 revised job descriptions for Deputy Fire Chief, Battalion Chief, and Human Resources Division Manager; revise the job title and description for Water and Sewer Superintendent (to Water and Sewer Operations Manager); and approve new job description and compensation for Deputy City Clerk (set salary range at \$8,631 to \$11,170)

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

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Revised Job Description - Deputy Fire Chief
2. Revised Job Description - Battalion Chief
3. Revised Job Description - Water and Sewer Operations Manager
4. Revised Job Description - Human Resources Division Manager
5. New Job Description - Deputy City Clerk