



## Staff Reports

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**To:** Honorable Mayor and Members of City Council  
**From:** Jennifer Brizel, Assistant Human Resources Director  
**Prepared By:** Jennifer Brizel, Assistant Human Resources Director

**TITLE:**

Classification Specifications and Salary Ranges for Human Resources Manager, Safety Analyst and the Classification Revision for Human Resources Coordinator

**RECOMMENDED ACTION:**

Adopt a resolution amending the City classification plan by adopting new classification specifications and salary ranges for Human Resources Manager, Safety Analyst and the classification revision for Human Resources Coordinator.

**DISCUSSION:**

The Human Resources Department has conducted a review of the classifications within their department to maximize resources and operate with greater efficiency and cost effectiveness.

With the retirement of the Safety Officer, Human Resources staff reviewed the scope of responsibilities for the role and recommend streamlining responsibilities. The Safety Officer managed health and safety regulatory compliance, site safety inspections and meetings, led the Citywide safety committee meetings, managed the workers' compensation and employee DMV pull notice program as well as Safety Training, reasonable accommodation administration and the ergonomic program.

Some of the duties performed by the Safety Officer required close collaboration with the HR Department's Management Analyst II responsible for leave administration, compliance, training and workers' compensation case management.

The Safety Officer role helped to manage safety issues as they arose and coordinated with department managers to implement training. However, the responsibility for overall safety management was directed to the Safety Officer. Citywide Safety requires more direct oversight and enhanced coordination with the leave administration programs to identify workers' compensation and leave of absence trends in order to develop quality mitigation plans as well as ensure compliance with health and safety regulations.

Since the retirement of the Safety Officer last November, the HR Department hired BSI to conduct an independent evaluation of the Citywide Safety Program. The incumbent Management Analyst II has not only been managing the Citywide Safety, Worker's Compensation, Leave Administration programs, but has been collaborating with key departments to redesign the City's Safety and

Environmental programs to ensure compliance. It is recommended to expand the role of the Management Analyst II to oversee health, environmental, safety management and the workers' compensation program. Reclassifying the Safety Officer role to a Safety Analyst will ensure greater efficiency of safety compliance and coordination of the leave programs and provide comprehensive support to City Departments as a direct report to a Human Resources Manager.

Based on an external market survey and internal equity review, it is recommended to align the Safety Analyst classification (EXHIBIT A) with Management Analyst I to mirror the scope and level of professional responsibility (Salary Range 5010, Top Annual Step \$92,101).

It is recommended to create the new classification of Human Resources Manager (EXHIBIT B) and align the salary with the classification of Administrative Services Manager (Salary Range 5300, Top Annual Step \$119,484), in that the scope, decision making authority, reporting relationships and level of responsibilities are aligned with the highest level departmental analyst role to maintain internal equity. The market comparison identified the proposed salary 8.2% behind the market rate. The City's goal is to stay within 5% of the market rate. In discussion with the bargaining group, a salary study is scheduled next year which will include the benchmark of Administrative Services Manager.

In review of the Personnel Assistant, it is determined that the title and classification specification are antiquated and do not reflect the best practices the Human Resources department is focused on achieving. The classification title and duties have been updated to better reflect the current scope of work as a Human Resources Coordinator (EXHIBIT C). Based on the market analysis, no salary change is recommended as the current salary is within 5% of the market rate.

These recommendations have been provided to AMP and NCEA for review. The bargaining group support the recommended changes. This recommendation was provided to the AMP and NCEA for review. No issues were raised by the bargaining groups.

The Civil Service Commission approved the recommended classification at their meeting on June 18, 2018.

**FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the City budget.

**CEQA:**

The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution of the City Council of the City of Napa, State of California, Adopting the classification specifications for Safety Analyst, Human Resources Manager and a revision to the Personnel Assistant Classification and Title to Human Resources Coordinator, and setting the salary ranges for Safety Analyst at Range 5010, Top Salary \$92,101 annually and Human Resources Manager at Range 5300, Top Salary \$119,484 annually.

EX A - Proposed Safety Analyst Classification Specification

EX B - Proposed Human Resources Manager Classification Specification

EX C - Proposed Amendment to Personnel Assistant Classification Specification

**NOTIFICATION:**

Bargaining Unit - NCEA

Department Directors and Managers