



Staff Reports Details (With Text)

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Title: Classification Specifications and Salary Ranges for Positions Within the Public Works, Utilities, and Parks and Recreation Services Departments

Sponsors:

Indexes:

Code sections:

Attachments: 1. ATCH 1 - Resolution, 2. EX A - Utilities Director, 3. EX B - Deputy Utilities Director_DRAFT, 4. EX C - Public Works Director, 5. EX D - PW Operations Manager Class Spec, 6. EX E - Parks & Urban Forestry Manager Class Spec, 7. EX F - Maintenance Superintendent Class Spec

Date	Ver.	Action By	Action	Result
6/19/2018	1	CITY COUNCIL OF THE CITY OF NAPA	adopted	Pass

To: Honorable Mayor and Members of City Council

From: Jennifer Brizel, Human Resources Director

Prepared By: Jennifer Brizel, Human Resources Director

TITLE:

Classification Specifications and Salary Ranges for Positions Within the Public Works, Utilities, and Parks and Recreation Services Departments

RECOMMENDED ACTION:

Adopt a resolution amending the City Classification Plan by adopting and amending classification specifications and salary ranges for the positions of Utilities Director, Deputy Utilities Director, Public Works Director, Public Works Maintenance Manager, Parks and Urban Forestry Manager, and Maintenance Superintendent.

DISCUSSION:

In order to consolidate management of like activities in a single department and focus department priorities, the City Manager desires to create a Utilities Department which includes Water, Solid Waste, Recycling, and Stormwater. Initially, the Department will include Water and Solid Waste and Recycling. Stormwater activities will be added in future budgets.

To create the Utilities Department, Water and Solid Waste and Recycling employees will move out of the Public Works Department and into the new of Utilities Department. The Operations side of Public Works will be consolidated and the Deputy Public Works Director (Operations) position will be eliminated from the budget. The new department will require creation of a Utilities Director (non-classified) (EXHIBIT A) and a Deputy Utilities Director (EXHIBIT B).

Human Resources staff reviewed the external market as well as internal equity comparisons for the Utilities Director and Deputy Utilities Director classifications to determine appropriate salary based upon scope of work, reporting structure, decision making authority/impact and professional qualifications. Based upon all of the factors considered, it is recommended that the Utilities Director salary be aligned with the Public Works Director (Salary Range 7350, Top Step \$192,718 annually) and the Deputy Utilities Director salary align with the Deputy Director of Public Works, Range 5650, Top Step \$167,680.

With the creation of the Utilities Department, the Public Works Department plans on reorganizing divisions. It is necessary to revise the Public Works Director class specification (EXHIBIT C) to reflect the changes in scope and responsibility. No salary increase is recommended at this time. The Public Works Maintenance Manager will take on some additional duties previously assigned to the Deputy Public Works Director over Operations and management of Citywide Facilities will be moved from the Parks and Recreation Department to Public Works as a means to consolidate resources and functions. Additional duties of the Public Works Maintenance Manager will be general oversight of Fleet Operations and Building/ Facilities Maintenance. In order to ensure internal equity alignment, Public Works proposes to increase the salary of the Public Works Maintenance Manager, (current Salary Range 5490, Top Step, \$145,815 annually) to align with the Parks and Urban Forestry Manager (Salary Range 5496, Top Step, \$150,247), a 3% salary increase. The classifications of the Public Works Maintenance Manager (EXHIBIT D) and Parks and Urban Forestry Manager (EXHIBIT E) have been updated to reflect the scope of duties with the planned reorganizations. The scope and level of responsibility for both Managers are valued equally within the City classification structure and are recommended for salary alignment.

In order to better manage the span of control, the Public Works Department proposes to create a Maintenance Superintendent (EXHIBIT F) classification with two incumbents that will report to the Public Works Maintenance Manager and manage the functions of an operations division, either General Services (including Building/Facilities, Electrical and Fleet Maintenance) or the Streets Maintenance Division (including construction, maintenance, and repair of streets, storm drains, sidewalks, and related public works facilities.) External market comparisons indicate a market median of \$111,231 for comparable classifications. It is recommended that the salary for the new classification of Maintenance Superintendent be assigned, Salary Range 5210, Top Step, \$113,787, within 5% of the external market rate and align with the City's existing similarly leveled classification (currently vacant) Recreation Superintendent.

An FLSA analysis for the Maintenance Superintendent scope of work indicates the role falls within the Administrative FLSA Exemption due to the following functional responsibilities:

- Maintains authority to formulate, affect, interpret and/or implement operating policies and practices for assigned division; regularly exercising discretion and independent judgment for areas of major programmatic areas.
- Carries out major assignments in conducting the operations of business.
- Provides consultation and expert advice to management within assigned areas of responsibility.
- Investigates and resolves matters of significance on behalf of management.
- Has authority to commit the City in matters that have significant financial impact.
- Manages a team of supervisors over multiple work areas.

These recommendations have been provided to AMP and NCEA for review. The bargaining groups support the recommended changes.

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

EX A - Proposed Utilities Director Class Spec

EX B - Proposed Deputy Utilities Director Class Spec

EX C - Proposed Amendment to the Public Works Director Class Spec

EX D - Proposed Amendment to the Public Works Maintenance Manager Class Spec

EX E - Proposed Amendment to the Parks & Urban Forestry Manager Class Spec

EX F - Proposed Amendment to the Maintenance Superintendent Class Spec

NOTIFICATION:

Bargaining Units - AMP and NCEA

Department Directors and Managers