



Staff Reports

File #: 1418-2018, **Version:** 1

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 the Fleet Shop

RECOMMENDED ACTION:

Adopt a resolution amending the City Classification Plan by adopting the new classification specification and salary range for Senior Equipment Mechanic, and revising the classification specification and salary range for Fleet Shop Supervisor.

DISCUSSION:

The Public Works Department requested the Human Resources Department conduct a study of the Equipment Mechanic classification series to determine appropriate classification levels according to the scope of duties and various levels of responsibility.

The Public Works Department has identified a need for using industry standard certifications to elevate the incumbents' skill set, keeping them up to date on vehicle knowledge, equipment knowledge, and changing automotive and diagnostic technologies, that will be contributing to improved quality and safety as well as greater efficiencies. Using industry standard certifications supports the "Automotive Service Excellence (ASE) Blue Seal of Excellence" program which requires at least 75% of technicians performing diagnosis and repairs to be ASE certified. The City of Napa earned its certification in 2013. In addition, these industry standard certifications would include the Office of the State Fire Marshal (OSFM) mechanics certification that covers skills necessary to provide service to the critical fire apparatus fleet.

The Public Works Fleet Shop currently utilizes the following Equipment Mechanic classifications: Equipment Service Worker, Equipment Mechanic and Fleet Shop Supervisor. It is reasonable to have an entry level classification to hire someone with more limited experience that could grow into a journey-level role. However, the existing incumbents occupy the Equipment Mechanic role with one Fleet Shop Supervisor. All four existing incumbents in the Equipment Mechanic classification are at the journey-level and are expected to work on a full range of vehicles. Adding an advanced-level mechanic, requiring additional certifications, will address the need for more focused, specialized vehicle expertise such as Fire Engines.

It is recommended to create a senior level classification with advanced level skill and expertise for the division who is certified to handle specialty equipment and vehicles. This position will also provide a succession plan for the Fleet Shop Supervisor position. Employees within the division will be

provided opportunities for training and development to compete now and in the future for the Senior and Supervisor roles. The Senior Equipment Mechanic (Exhibit A) will possess the following certifications and licenses:

- Driver's license: Class B and M1
- ASE Certifications: A and T Series
- State Fire Marshal (OSFM) Mechanic Certification III

Additionally, a new salary range would be created for the Senior Equipment Mechanic to align with the external market and internal equity, Range 4500, Top Step \$86,756. This salary falls within 5% of the market range.

Based on a classification study and review of actual duties performed by the incumbent, changes to the Fleet Shop Supervisor classification (Exhibit B) include:

- Making policy recommendations and implements administrative procedures for all City transportation requirements pertaining to the processing of vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventive maintenance, fueling and replacement of City vehicles.
- Conducting utilization studies and evaluates the condition of the fleet on an ongoing basis; making recommendations on the size and composition of the fleet and establishment of replacement criteria; making replacement decisions and conducts a vehicle disposal program, including auction management and forecasting salvage value of vehicles and equipment.
- Possession of a Class B license.

To avoid salary compaction and to align internal equity, it is recommended to assign the Fleet Shop Supervisor position to Salary Range, 4700, Top Step \$99,910 to align with Electrical Supervisor. This salary also falls within 5% of the external market range based on a comprehensive market survey reviewed with the bargaining group.

These recommendations have been provided to NCEA for review. The bargaining group support the recommended changes. The Civil Service Commission approved the recommended classifications and salary ranges at their meeting on June 18, 2018.

FINANCIAL IMPACTS:

No additional funding is required beyond that already allocated and approved.

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 Classification Specification for Senior Equipment Mechanic

EX B - Proposed Classification Specification Revision for Fleet Shop Supervisor

NOTIFICATION:

Bargaining Unit - NCEA
Department Directors and Managers