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14-0208

Agenda Date: 2/25/2014

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### REPORT TO COUNCIL

#### SUBJECT

Discussion and Possible Action to Amend the Salary Table of the Salary Resolution and the Classification Plan to Include the Following Classification Title Changes: Web and Communications Specialist and Senior Management Analyst; and to Add the Newly Established Classification of Network Technician.

#### BACKGROUND

This report recommends amending the Salary Table of the City's Salary Resolution and the Classification Plan to change two classification titles to better describe the positions, and add the newly established classification of Network Technician.

#### EXISTING POLICY

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager.

#### ENVIRONMENTAL REVIEW

N/A

#### DISCUSSION

##### Classification Title Changes

##### **Web Specialist**

A request was submitted by the Office of the City Manager to retitle the following classification to better describe the position and the duties performed:

Current Title: Web Specialist

Proposed Title: Web and Communications Specialist

The Sunnyvale Employees' Association (SEA) was provided notice and an opportunity to comment on this classification title change.

##### **Senior Management Analyst**

The Department of Human Resources is requesting to add the classification of Senior Management Analyst in the salary table and delete certain Senior Management Analyst classifications with departmental designations. Currently on the salary table, the Senior Management Analyst classification exists with departmental designations included after the title (e.g., Senior Management

Analyst - CDD). This request would change the classification to drop the department designations for CDD, Finance and Public Safety and add a general classification of Senior Management Analyst. The "Senior Management Analyst: Human Resources" classification would remain unchanged since that position is not represented by the Sunnyvale Managers Association (SMA).

This classification title change would allow departments without a designation to utilize the classification. The Sunnyvale Managers Association (SMA) was provided notice and an opportunity to comment on this classification change

### Newly Established Classification

#### **Network Technician**

In December 2013, the Information Technology Department (ITD) requested that the Department of Human Resources develop a new classification of Network Technician. ITD has requested this classification be created to fill the role in ITD that will be responsible for monitoring and providing assistance in the area of telecommunication technology for Citywide systems including data, voice, video networks, and structured cabling.

The Network Technician classification has been benchmarked to other similar classifications in the list of comparable agencies in the SEA Memorandum of Understanding. SEA was provided notice and an opportunity to comment on the proposed Network Technician classification.

#### **FISCAL IMPACT**

The addition of the new classification of Network Technician was requested by ITD to meet a need previously being filled by an IT Coordinator. As a result, the new classification is offset by savings from the reduction of one IT Coordinator position. The difference in the two positions is a savings of approximately \$22,230 per year. ITD resides in the City's General Services Fund, which is funded by contributions from other City funds. Therefore, savings are shared across the City, with the majority allocated to the General Fund. There is no fiscal impact associated with the new Senior Management Analyst classification or the change in title to the Web Specialist classification.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

#### **ALTERNATIVES**

1. Adopt Resolutions to amend the Salary Table of the City's Salary Resolution and the Classification Plan as more fully detailed within this report and Attachments 1 and 2.
2. Do not approve the recommendations contained in this report.

#### **STAFF RECOMMENDATION**

Alternative 1: Adopt Resolutions to amend the Salary Table of the City's Salary Resolution and the Classification Plan to change the classification title of Web Specialist to Web and Communications Specialist; to delete the Senior Management Analyst classifications with the departmental designations of CDD, Finance, and Public Safety and add the classification title Senior Management Analyst; and to add the newly established classification of Network Technician that will become

effective at the beginning of the first pay period after February 25, 2014.

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Teri Silva, Director, Human Resources

Approved by: Robert A. Walker, Interim City Manager

**ATTACHMENTS**

1. Resolution to Amend the Classification Plan
2. Resolution to Amend the Salary Resolution