



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Amend the Salary Table of the Salary Resolution to Add the Newly Established Classification of Part Time Meter Reader and to Increase the Pay Range of the Golf Operations Manager Classification

BACKGROUND

This report recommends amending the Salary Table of the City's Salary Resolution to add the newly established classification of Part Time Meter Reader and to increase the pay range of the Golf Operations Manager classification.

EXISTING POLICY

Section 1104, Pay Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time by the City Council upon the recommendation of the City Manager.

ENVIRONMENTAL REVIEW

N/A

DISCUSSION

Part Time Meter Reader

The Department of Finance (Finance) requested the Department of Human Resources create the classification of Part Time Meter Reader. This classification is in addition to the full time Meter Reader classification that currently exists. Finance requested this new classification due to an increased use of technology in completing the essential job functions. Aspects of the position have become more automated requiring less staff time to complete the meter reading duties, allowing the department to reduce its need for full time employees. Both the Service Employees International Union (SEIU) and the Sunnyvale Employee Association (SEA) were provided notice and an opportunity to comment on the proposed Part Time Meter Reader classification.

Golf Operations Manager

On August 8, 2014, a request for a salary study was received by the Office of the City Manager from the Department of Public Works (DPW). The request was to review the compensation of the Golf Operations Manager classification in relationship to the increase in responsibilities the classification has been assigned due to the elimination of other management positions in the Golf Program. DPW eliminated two of the three management positions in the Golf Program to reduce operating costs. As such, the remaining Golf Operations Manager position has absorbed the responsibility for all operations and services in the Golf and Tennis Enterprise Fund.

Both internal and external salary surveys have been conducted. The surveys compared the Golf Operations Manager classification to internal classifications within the City that have similar levels of responsibility. Also comparisons were made with the Golf Operations Manager classification to

classifications in other local cities that manage municipal golf courses. In the City of Sunnyvale, Pay Range 18 is typically used for section managers or the highest level for analytical or technical management positions. With the additional responsibilities assigned due to the elimination of the other two positions, the Golf Operations Manager is now responsible for the section rather than management for a portion of the Golf Program and Pay Range 18 would be an appropriate level of pay. The Sunnyvale Managers Association (SMA) was provided notice and an opportunity to comment on the proposed pay increase for the Golf Operations Manager classification.

FISCAL IMPACT

The Utility Billing Program in the Department of Finance Department is currently funded for three full time meter readers, with one current vacancy. The vacant full time position will not be filled and will be replaced with the part time meter reader position. Use of the Part Time Meter Reader will initially result in moderate cost savings which are anticipated to increase as automation of meter reading is increased and the need for the part time position diminishes.

The FY 2014/15 Adopted Budget anticipated the elimination of one Golf Operations Manager through attrition and the reclassification of the remaining position. Increasing the remaining Golf Operations Manager pay range one step to Pay Range 18 would increase the budgeted cost of the position by about \$19,000, but is offset by the subtraction of another budgeted Golf Operations Manager, which results in a net savings of about \$150,000 per year.

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 Resolution to amend the Salary Table of the City's Salary Resolution to add the newly established classification of Part Time Meter Reader and to increase the pay range of the Golf Operations Manager classification from Pay Range 17 (control point \$107,589) to Pay Range 18 (control point \$120,740) that will become effective at the beginning of the first pay period after December 9, 2014.
2. Do not approve the recommendations included in this report.

STAFF RECOMMENDATION

Alternative 1: Adopt Resolution to amend the Salary Table of the City's Salary Resolution to add the newly established classification of Part Time Meter Reader and to increase the pay range of the Golf Operations Manager classification from Pay Range 17 (control point \$107,589) to Pay Range 18 (control point \$120,740) that will become effective at the beginning of the first pay period after December 9, 2014.

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Reviewed by: Teri Silva, Director, Human Resources
Reviewed by: Robert A. Walker, Assistant City Manager
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resolution Amending the Salary Table of the City's Salary Resolution